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FOR
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Letters.

PREFACE.

COMPLETE Letter-Writers are often suspected of being worse than useless, on account of the ridiculous style in which they were at one time written, and the obsolete epithets used in addressing correspondents. Their examples, for instance, of familiar letters, instead of being conversational, were formal, circumlocutory and uninteresting; those addressed to relatives were slavishly humble, tiresome, and childish; and what were called love letters were similar to what Lylie and other authors of inflated romance might have written in their most extravagant moods. The use of a letter-writer hitherto has therefore barely exceeded the limits of a small circle of people, who, through either ignorance of the existing prejudice or inability to construct an intelligible sentence for themselves, have recourse to a handbook of examples when the necessity of writing or answering a letter arises. Outside this circle the want of a really good compendium aiming at furnishing materials for a large number of cases is no doubt felt, for now-a-days everybody's object is

to save time and trouble, whether in performing a journey or in writing a letter; and, were it known that a book of this kind was before the public, the prejudice against Letter-Writers in general would most assuredly disappear. With the want indicated in view, the present handbook has been produced, and is given to the public as containing a large number of useful letters, which may be adapted to suit an indefinite number of cases by a few simple alterations.

INTRODUCTORY HINTS.

ALL letters should bear the address of the writer, near ~~the~~ top of the page on the right hand; below, the date should be written, and the vague announcement "Tuesday morning" or "Friday evening" avoided. The salutation should be on the left side, a little below the date. The body of the letter should begin about one-third from the top of the page. The first word should commence nearly under the last word of the salutation. The concluding lines should gradually approach the right hand edge of the paper. The name of the person to whom the letter is addressed is usually placed on the left side of the page, a little below the signature. In the case of the nobility, the proper modes of address and superscription are well defined, but some confusion appears to exist as regards other ranks of society. Formerly sons and daughters addressed their parents as "Honoured Sir," "Honoured Madam," or "Honoured Parent." Now the style is "My dear Father," or "My dear Mother." "Respected Sir" is also obsolete; and we say "Dear

Sir," or "Dear Madam," as the case may be. In addressing a stranger, the word "Sir" or "Madam" is used. A clergyman is addressed "Reverend Sir," "Reverend and dear Sir," "My dear Sir," according to intimacy. When the superlative epithet "dearest" is applied to a special friend, son, daughter, brother, sister, uncle or aunt, its use is quite proper. Formerly the style *Esq.* was only given to persons of acknowledged position, but it has become common to attach it to the name of everybody one is acquainted with. Those, however, to have a right to it are members of parliament, landed proprietors, and professional men. In addressing letters to persons entitled to more than ordinary consideration, it is a common practice to write etc., etc., etc., after the name and designation. Letters should be written on good paper and enclosed in envelopes; wafers ought not to be employed, envelopes washed with gum are better, but sealing with wax is better still. *Avoid epistolary blemishes*, viz., apologizing for a "scrawl," excusing oneself for an abrupt termination on the score of being "in haste;" unmeaningly introducing a profusion of adjectives and adverbs; underlining words—"every word should be the right word, and then no word would be righter than another." Avoid long sentences swollen by parenthetical matters; also dashes, for there is no rule as regards the length of the dash to be used: too much attention paid to punctuation amounts to pedantry. Avoid, also, repeating categorically every question propounded before proceeding to furnish a reply, unless in the case of a business letter or one on legal matters.

Avoid crossing letters and adding postscripts. Do not write *your's*: the apostrophe should never be used in the possessive pronouns *hers, its, ours, yours, theirs*. When the *third* person is used in a note it should be retained throughout.



LADIES' CORRESPONDENCE.

No. 1.

*From a Lady inviting an Acquaintance to visit her at the
Sea-side.*

(Address —————)
(Date in full — — ———)

MY DEAR MISS —

If you have not yet promised to join your friends elsewhere, we shall be delighted to have you with us before the season grows a day older. We are quite in order here, and have really nothing to do but extract as much enjoyment as possible from our surroundings while the fine weather lasts. We are living close to the beach, and not far from the fields, and, to offer another inducement, the room you shall have commands a view of the most attractive part of the local scenery. Mr. — and the girls add their intreaties to mine, and beg that you will fix an early day for travelling thither lest you should miss seeing the lions of — at their

BEETON'S COMPLETE LETTER-WRITER

best. Write, therefore, that you are coming, say on the —th, and we will meet and welcome you at the station.

Believe me,

My dear Miss —

Yours sincerely,

(————)

No. 2.

Answer accepting an Invitation.

(Address —————)

(Date in full —————)

MY DEAR MRS. —

Your kind letter came as a most agreeable surprise, and it would indeed be unpardonable remissness on my part were I to delay a moment in thanking you for it, and accepting with much pleasure the invitation which it conveys. I had no idea you were thinking of me or of my wants, in the midst of the attractions of a watering place so cheerful and pretty as —, and I dare say that while you were conspiring with the young ladies to make things pleasant for me just now, I had concluded to content myself with a day or two's holiday ramble near home. Fancy, then, the measure of my happiness when your letter arrived, opening up the prospect of not only a most delightful change, but, what I value more, a renewal of the acquaintance with Mr. —, yourself, and daughters, which I feared was likely to cease, so slight were my claims to be remembered.

I shall make a point of being ready on the —,

FOR LADIES.

and leave by the —, which, I understand, is timed to reach — at about —, when I trust the opportunity will be afforded me of telling you how very deeply I am indebted for your kindness.

Believe me,

My dear Mrs. —

Yours sincerely,

(————)

No. 3.

Answer to an Invitation negatively.

(Address —————)

(Date in full —————)

MY DEAR MRS. —

I am fortunate in having so kind a friend as yourself at all times, but more especially at this season, when one longs for a complete change of scene and air; and were it not that the fulfilment of a promise of long standing has been claimed by a near relation, I would instantly begin packing, and *viva voce* assure you how very sensible I am of your goodness in bearing me in mind.

I am fond of the sea and everything that breathes of it, and not less so of the meadows and their sweet fresh air, and nothing would prove more delightful than to pass these long summer days as one of your family circle. But imperative duty wills it otherwise, and I must content myself with a much less decided change—at least for some time to come. I do not, however, appreciate the kindness of your invitation any the less, and I am sure you will understand me when I say that the remem-

BEETON'S COMPLETE LETTER-WRITER

brance of it will afford me no little pleasure where I am going and where I may be afterwards. .

Allow me to thank Mr. — and the young ladies, and yourself very warmly,

And believe me,

My dear Mrs. —

Yours sincerely,

(— — —)

No. 4.

From a Lady inviting a Friend to join her in Town.

(Address — — — — —)

(Date in full — — — — —)

MY DEAR ALICE,

It is now so long since you were here that I have grown quite anxious to see you, and judge how you are looking in these days of incessant change. For, although I have no reason to think that time has been uncharitable to you, I would be more at rest were you with us and submissively answering all my questions. Letters you know contain at the best only mere morsels of news compared with the substantial fare, which a good long chat affords, and besides they entail upon one the labour of writing and selecting, what we fancy, in our conceit, are the best bits of our secrets, and this duty I am most selfishly wishful to avoid. I have so much, however, to say that unless you compassionately fly to my relief I shall be compelled to discharge my mind on paper—a contingency which George and the children dread as much as I do. The cry therefore is, Come! and that

FOR LADIES.

swiftly, if even you can only spare a week out of the fifty-two.

Be under no apprehensions about room or up-setting us, for your old nest awaits your coming, and we are really so quiet that it would indeed be a charity to upset or otherwise force us to move about with something like rational briskness.

But if we are living like drones now, don't suppose that we mean to remain inactive, or that I am asking you to come to relieve the tedium of our existence, for we have been planning several not very grand, but let me hope, enjoyable gatherings of the nicest people we know, which, with George's "bone" for Covent Garden, and other ways and means of killing time, will help to enliven us during the long nights.

Now unless something very extraordinary happens I shall expect to see you before the end of the month, and if you disappoint us I will take you severely to task at Christmas. But in any case write, and also give my love to all at the farm,

And believe me,

My dear Alice,

Yours affectionately,

(———)

—————

No. 5.

Answer accepting an Invitation to Town.

(Address —————)

(Date in full —————)

MY DEAR MARY,

It is always agreeable to hear from you,
and only a little less pleasant writing to you,

and were letters to pass more frequently between us, I, at least, would open the post-bag with greater eagerness. But how can I expect you to write as we promised before your marriage, at the shortest of intervals, while your busy little hive necessarily occupies so much of your time? It is very kind of you and George to think of me, and include me in your winter plans, and I shall be glad to take possession of the cosy room you say is mine—at least for a little while. For really we are very dull here, and since the boys left I have felt rather keenly the want of some one charitable enough to keep me alive, that is, concerning the outer world. We have had very few visitors lately, probably owing to the heavy rains in this part of the country, and those who succeeded in reaching us were too full of business to discuss the news of the day, so you can judge by this of the state of your old friend's mind, cut off as she has been from even the outer rim of intellectual society. Knowing that nature abhors a vacuum, the unpleasant reflection is forced upon her that rank weeds are rapidly choking the few things in her mind worth remembering.

I went out this morning to get, if I could, a wild nosegay for you, but our flowers have almost gone, all but the second bloom of the purple violet, and the pretty white flowers of the pyrola, which I was fain to gather as the last of our sweet visitors this year. All our trees are fast disrobing and assuming that ashy hue that tells me that the winter's frost and snow are at hand. I look forward with more than interest to the 14th, the day I have arranged

FOR LADIES.

with my father to transport myself from his to your fireside, unless prevented by some untoward event.

Remember me kindly to George, and give my love to the children,

And believe me,

My dear Mary,

Your affectionate

(—————)

—————

No. 6.

Answer to an Invitation to Town negatively.

(Address —————)

(Date in full ————— —)

MY DEAR MARY,

Your kind letter pleased and amused me, and were I free to consult my own wishes I would gladly spend a week or two with you and George in preference to remaining here or visiting any of my other friends. But as my aunt is still in Scotland, and has fixed no time for coming home, I am as good as in captivity for the present, and when I shall be released is beyond human ken on this side of the Tweed.

I read your letter to my father, and he said, "Go by all means," professing to be rather pleased at the prospect of being left alone, but when his mood changed I saw that he would feel my absence sorely were I to take him at his word. As soon, however, as my aunt returns my scruples will disappear, and if your invitation remains good till then you may depend upon it I shall not content myself until I am in possession of my old nest, as you are pleased

to call the prettiest and snuggest room in the whole house. Thank George very kindly for remembering me, and wishing you were as near as you are dear to me,

Believe me,

My dear Mary,

Ever yours sincerely,

(—————)

No. 7.

From a Lady inviting her Son's Friend (an Invalid) to visit the Family.

(Address —————)

(Date in full —————)

DEAR SIR,

Edward's parcel, which you were so good as to take charge of before leaving India, arrived this morning, increasing the obligations we were already under for your kindness to him abroad, and as we are all anxious to thank you we shall be happy to see you here as soon as you can conveniently travel. I understand from his last letter you were not very well on leaving, and your object at home was more to regain strength than visit much. But I am in hopes the voyage has benefited you so materially that you will not feel it necessary to deny your friends, ourselves among the number, the pleasure of seeing you. The air here is very mild and pure, and more than one physician of my acquaintance recommends this neighbourhood as one of the best for recruiting an invalid's strength. I think

FOR LADIES.

it is worth a trial before you decide in favour of any other.

I am,

Dear Sir,

Yours very truly,

(—————)

To ———, Esquire.

No. 8.

From a Lady inviting another to meet a Friend from Abroad.

(Address —————)

(Date in full —————)

MY DEAR MRS. ———

Miss ———, from ———, is at present on a visit here, and has expressed a wish to renew the intimacy which was began when you were living at ——— a few years ago, and as I am quite charmed with her simple, unaffected manner, and really striking intelligence, let me add to her wish an entreaty that you will come to us before she leaves for the West. She has not yet fixed a day for leaving, but she has so many friends, not only in the West, but it appears to me in all parts of the world, that I shall consider myself highly favoured if she remaine with us over Thursday. Pray come by the noon train to-morrow, and we will walk as far as the station and meet you.

Believe me,

My dear Mrs. ———

Ever sincerely yours

(—————)

No. 9.

Answer accepting Invitation.

(Address —————)

(Date in full —————)

MY DEAR MRS. ———

You are very kind in expressing Miss ———'s wish, and adding your own entreaty, that I should meet her, as I particularly wished to renew our former intimacy. So many changes, however, have taken place since we met that I thought it unlikely she would care to remember me. But it appears I have been doing her an injustice, for which I shall endeavour to make her amends to-morrow. It is quite impossible for me to leave here before, but I shall take care not to miss the noon train, and if you are both at the station I shall be delighted,

Believe me,

My dear Mrs. ———

Ever sincerely yours,

(—————)

No. 10.

Answer to Invitation negatively.

(Address —————)

(Date in full —————)

MY DEAR MRS. ———

It would afford me no little happiness were I able to leave my little ones here and see Miss ——— before she leaves this part of the country, as I remember more than one act of kindness of hers by which I benefited before she went abroad. And I never had an opportunity worth speaking of at the

FOR LADIES.

time I refer to of thanking her as she deserved to be thanked. You may be sure, therefore, that no slight matter detains me at home, now that she is with you, and as far as I can see at present I shall be compelled to remain stationary for the next few weeks. You may not be aware that both Jane and Martha are confined to the house through, however, no really serious illness, but one which might assume a dangerous form were it aggravated by any want of attention on my part. You and Miss —— would, I am convinced, be the first people to blame me were I to run away just now, and on that account, if on no other, I must deny myself the gratification held out in your kind letter. You will add to my indebtedness by assuring Miss —— that she has always occupied a large place in my esteem, and accepting yourself my warmest thanks for writing so urgently.

Believe me,

My dear Mrs. ——

Ever sincerely yours,

(———)

No. 11.

*From a Lady reminding another of a former Intimacy,
and inviting her to pay a Visit.*

(Address —————)

(Date in full —————)

MY DEAR MISS ——

As I understand from my husband that your brother thinks of becoming one of our neigh-

bours, I shall be happy if we can have you here while you are aiding him in looking for a suitable house, that is, if you have not entirely forgotten the intimacy which was begun at school when we were both Mrs. —'s pupils. I, at least, have not forgotten it, and if I may be allowed to express an opinion, you were, in those days, the friend in whom I expected to see the least change when we grew older. Of course since that time changes have arisen which have banished many recollections of school-days, but I am loth to think that they have quite dismissed me from your remembrance; at any rate, I shall be delighted if you give me the opportunity of judging, the more so as I feel confident you are still the same kind friend I parted from with so much regret almost six years ago.

We are very quiet and have plenty of room, and I know sufficient of the neighbourhood to be able to say where the nicest places are. May I say that you will come?

Believe me,

My dear Miss —

Yours sincerely,

(———)

No. 12.

Answer affirmatively.

(Address ———)

(Date in full ———)

MY DEAR MRS. —

So far from forgetting my school days, and what it gratifies me to say,—our old intimacy, I look

upon both as among the few passages in my life I can never forget, and I am more sensible now than in girlhood of the many kindnesses which you loaded me with when I was most in need of sympathy.

I thought of writing to you when my brother told me you were living at —, but, to speak frankly, I was in doubt as regards the propriety of intruding, as I heard you were, like myself, a keen lover of quiet in all that the word implies. You may be sure, therefore, that your kind letter was a very sweet addition to yesterday's correspondence, and it would be indeed a sad display of callousness were I to allow it to remain for a moment unanswered.

My brother has fixed upon your neighbourhood because he thinks it is the prettiest he has yet seen, and his taste, I have good reason for saying, is exquisite in topography. Of course I should like to have an opportunity of seeing what he thinks is nice, especially as regards a house, for men, as I dare say you are practically aware, are apt to forget that comfort and happiness consist of something more than beautiful uplands and blooming hedgerows. I will, in consequence, without affecting a diffidence which you know is not natural to me, take you at your word, and transplant myself and belongings to — on the —th, unless a day, sooner or later, is more convenient.

Believe me,

My dear Mrs. —

Yours sincerely,

(————)

No. 13.

Answer negatively.

(Address —————)

(Date in full —————)

MY DEAR MRS. —

I think it is so improbable my brother should fix upon —, notwithstanding his inclinations, that I am not disposed to put you to any inconvenience as regards bed-room accommodation. It pleases me to think that you remember me, and still more that you wish our former intimacy to be renewed, and were I not in a manner tied to this spot, I would, *sans* ceremony, take possession of the place in your household that you so kindly are willing to make mine for a day or two. But, indeed, until my brother has actually made up his mind to begin housekeeping and has taken a lease of a house, I have decided upon remaining here.

Believe me,

My dear Mrs. —

Yours sincerely,

(—————)

No. 14.

From a Lady inviting another to visit her under painful circumstances.

(Address —————)

(Date in full —————)

MY DEAR MRS. —

I have been taught by former experiences to value friendship such as you, on more than one

FOR LADIES.

occasion, displayed when others stood aloof, and my dearest wish is that you were with me now, for my need of advice and sympathy is greater than I can find words to express. Poor Mary, I am afraid, is dying, and I dare not leave her even if I could find the will to go downstairs and put things in order. Between two duties I am distracted, and write this in the hope that you will come to me and give us all the benefit of your love and aid. Consider me your afflicted sister who can scarcely say more than come, and my gratitude shall be boundless.

Believe me,

My dear Mrs. —

Ever yours sincerely,

(———)

No. 15.

Answer affirmatively.

(Address ————)

(Date in full ————)

MY DEAR MRS. —

I shall say no more until I see you than that you may expect me by the noon train to-morrow, which Edward tells me will arrive at — about —. Let no one meet me, for I can easily walk from the station, and the bag I intend bringing can be brought over by the railway porter. Give poor Mary my love, and say that Robert has set out to gather her a bunch of the wild flowers that she has

often said are so lovely, and which I shall take care to preserve unharmed on the journey.

Believe me,

My dear Mrs. —

Ever yours sincerely,

(———)

No. 16.

Answer negatively.

(Address ———)

(Date in full ———)

MY DEAR MRS. —

You will think it cruel for me to say that I cannot leave the house just now, but were you cognisant of the difficulties by which I am beset, you would forgive me. Like yourself I am confined to the bedside, as John came home to me on Thursday more dead than alive, and is only slowly getting out of the reach of danger. I trust dear Mary is not so ill as you suppose, for I look upon her as one from whom I would find it very hard to part were your forebodings on the eve of being realized. Tell her how anxious I am about her, and if you can depute any one to write, let me know the doctor's opinion. Praying that the Almighty may, in His great goodness, relieve us both from the shadow which is on our thresholds,

Believe me,

My dear Mrs. —

Ever yours sincerely,

(———)

FOR LADIES.

No. 17.

From a Lady inviting another to aid a Charity.

(Address —————)

(Date in full —————)

MY DEAR MRS. ———

Numbering you as I do among the philanthropic of our little world, I have no hesitation in saying your aid is required in a new channel which we are endeavouring to open up before the severity of the winter approaches its height. By "we" I mean a few mutual friends who, like yourself, think that the shortest route to happiness is that which brings something in the shape of comfort to those who are destitute of it and know what it means. We are striving to raise sufficient money to buy sixty loads of coal, the quantity which we think will enable our poor to keep warm for a month or two, and if the calls on your goodness are not too great already, I shall hope to say that you have joined us.

Believe me,

My dear Mrs. ———

Ever sincerely yours,

(—————)

No. 18.

Answer affirmatively

(Address - —————)

(Date in full —————)

MY DEAR MRS. ———

I am sorry you took the trouble of explaining that you required my aid, for your name alone

BEETON'S COMPLETE LETTER-WRITER

is sufficient to open my purse strings, and make me desirous of contributing to any scheme which is sanctioned by you. Let me, therefore, hand you a cheque for three guineas as a first subscription, which I shall increase when my funds have improved.

I am,
My dear Mrs. —
Ever yours sincerely,
(————)

No. 19.

Answer negatively.

(Address —
(Date in full —————)

MY DEAR MRS. —

It is very hard for me to say no, but as it unfortunately happens I have lost so much by the failure of the —, that I shall be compelled to economize for a long time to come, and deny myself the gratification of aiding in the work you have in hand. As soon, however, as my means improve, you may rest assured I shall not withhold from the poor anything I can spare.

I am,
My dear Mrs. —
Ever yours sincerely,
(————)

FOR LADIES.

No. 20.

*From a Lady requesting another to make a Purchase on
her behalf.*

(Address —————)

(Date in full —————)

MY DEAR ———

I am unable to leave home at present, and unfortunately I require seven yards of black silk, the quality and breadth of which you will perceive from the enclosed pattern are peculiar, and only obtainable, I think, at Jay's. Will you when shopping make the purchase for me, and request the shopman to forward the parcel as early as possible, together with the account.

I was glad to hear from S ——— that all your little ones were well, and Mr. ——— was more successful than ever. We are all uncomplaining, and enjoying the delightful weather which has succeeded the recent gales.

With kind love,

Believe me,

My dear ———

Ever sincerely yours,

No. 21.

Answer to the above.

(Address —————)

(Date in full —————)

MY DEAR ———

We were all pleased to hear you were not numbered among the grumblers, but I am quite sure

that even had you cause you would never complain, that is, in the aggravating manner in which most people are now doing, ourselves included. Of course, I called at Jay's without losing a moment, for your commission was a capital excuse to have a peep at their newest things. The silk I succeeded in matching exactly and the manager promised to send off your parcel at once, so that I suppose you will have it some time to-morrow.

With kind love,

Believe me,

Dear S——,

Ever sincerely yours,

(———)

No. 22.

From a Lady requesting another to settle a Bill and ask for Abatement.

(Address —————)

(Date in full —————)

MY DEAR ——

When you have an opportunity of passing —— will you look in and settle my bill there? as it has been standing over some time now, and I don't wish them to think I am careless. I have sent you a cheque for — pounds, but I wish you would say that I expect an abatement of the account as the muslins were not at all so nice as those I had formerly. One of the pieces was soiled, and at the borders slightly torn, and the others lost much of

FOR LADIES.

their colour in the washing. But I am sure that as they are very respectable people you have only to say that I have been disappointed, to get a reduction from the price. Do not, however, trouble yourself much in the matter, or, indeed, waste a moment more than you can spare, for I would rather pay the whole bill than have you vexed or inconvenienced.

With a thousand apologies for troubling you,

I am, my dear —

Yours ever sincerely,

(———)

No. 23.

Answer to the above.

(Address ———)

(Date in full ———)

MY DEAR —

I experienced neither trouble nor vexation in calling at —, for they promptly made a very reasonable allowance, and apologised for the mistake made in the muslins. I have now — shillings of yours, which you can either have through the post-office, or Jane can give it to you, as she is going home in a week or two, and will of course call when she arrives.

Give my love to all our friends,

And believe me,

My dear —

Yours very sincerely,

(———)

BEETON'S COMPLETE LETTER-WRITER

No. 24.

From a Lady respecting the disposal of Money.

(Address ————)
(Date in full ————)

MY DEAR ———

You are kind indeed in taking so much trouble on my account, and be sure to mention anything that I can do for you here. I am pleased that ——— people were considerate enough to admit my right promptly, and as Jane you say is coming, it is needless to send the money before.

Give my love to all we know,

And believe me,

My dear ———

Ever sincerely yours,

(—————)

No. 25.

From a Young Lady at School to her Mother.

(Address ————)
(Date in full ————)

MY DEAR MOTHER,

I am very anxious to be once more at home, but it will be six weeks before the vacation begins, and until then I must just content myself here by writing and receiving your letters. I have improved tolerably since I spoke about my music and French. Not that I give this as an opinion of my own, but both our masters were pleased to say so, and they

FOR LADIES.

are so strict that I can take their word for granted. I feel, however, increasing facility myself, more especially in music, which you know I have always loved. French I acquire much more slowly. I have determined, however, to persevere and get over the difficulties before this term expires.

I am still wearing the —— dresses and —— which you sent by John, and I have been so careful of them that they look scarcely soiled. But I require a hat more than anything else, because the one I have is really shabby and old-fashioned. If you buy me one I should like it to be the same as ——'s hat, for I am told that the kind she wears is very pretty and serviceable. You, however, know best, and it pleases me to think of your constant thought of me. I shall write again on Tuesday. Give my fond love to my father and John.

And never think me neglectful of yourself,

My darling Mother,

Your own,

(———)

No. 26.

From a Lady to her Daughter at School.

(Address —————)

(Date in full —————)

MY DEAR ——

Your father, John, and I were delighted to hear of your progress, and we are sure you will

continue to improve if you never forget to pray to God for help. Remember that you can do nothing without appealing to Him, for He will strengthen your resolution, and by that means enable you to overcome all your difficulties. When we attempt to do anything for ourselves forgetful of God, temptation comes in and leads our thoughts away from duty, and into paths that afford us no true knowledge.

Both French and music we wish you to know thoroughly, but not at the expense of your English studies, for to know your own language well gives you a facility in acquiring others, whereas if you neglect your English for the sake of learning French, your knowledge of both must ever be imperfect. I shall write to Miss —— and let her know explicitly what our wishes are.

We are as desirous to see you as you are to come home, but vacation will soon come round, and as your dear father will go for you, you will have a kind meeting to think of. I shall be in town shopping one of these days and I will buy you a hat, and, perhaps, something else, which must remain a secret for the present.

Your father and John both unite with me in sending you our fond love, and with a kiss,

I remain,

My dear ——

Your ever affectionate mother,

\\ (————)

FOR LADIES.

No. 27.

From a Lady to another respecting her Daughter at School.

(Address —————)

(Date in full ———— --)

MY DEAR MISS ———

I have just written to Caroline about her studies, and I will feel much pleased if you can spare a moment to read the letter, as I am anxious that she should not forsake her study of English for the sake of music and French, and if you will be good enough to impress this upon her, Mr. ——— and I will feel indebted. We are so already on account of the progress we understand she is making, but we shall be much more so if our wishes are carried out. Girls, you know, are fond of the brilliant side of everything, and good as my little Caroline is, she is not without the common failing, and, I dare say, thinks more of the piano and French than those troublesome English verbs, which used to vex me so much.

We shall be glad to hear from you at some leisure moment.

Believe me,

My dear Miss ———

Yours sincerely,

(—————)

No. 28.

Answer to the above.

(Address —————)

(Date in full —————)

MY DEAR MADAM,

Any wish of yours I shall always be anxious to see carried out to its fullest extent. You may rest assured, therefore, that everything will be done here to promote Caroline's English studies. Although she has certainly displayed great eagerness to become proficient in French and music, I must do her the justice of saying that she is a diligent English scholar, and promises to surprise you in this respect when she goes home. I am in hopes that her progress will go on still more rapidly now that she has overcome the main difficulties of her tasks, and takes quite a keen interest in each new feature in her education as it opens up. I wish all my other pupils were equally zealous, and were that the case, my own duties would become very pleasant indeed.

Caroline was good enough to let me see your letter, and both it and your kind one to myself were read by me with no little gratification.

I remain,

My dear Madam,

Yours very sincerely,

(—————)

FOR LADIES.

No. 29.

From a Schoolmistress complaining of one of her Pupils.

(Address —————)

(Date in full —————)

MY DEAR MADAM,

I feel it difficult to express how very deeply I regret the necessity which compels me to write this. I had hoped to have a pleasing account to send you of Martha's education and conduct since she became one of my pupils; but, painful though it is, I must no longer conceal from you that she has sadly disappointed me, not alone in wilfully neglecting her studies, but in absolutely setting my authority at defiance. I am ever loth to speak harshly to any of my pupils, and I have from time to time endeavoured to win your daughter back to her books by little acts of kindness. But these failing, I took her severely to task, and punished her by denying her several indulgences granted to and appreciated by her companions. The result, however, it distresses me to say, was still disobedience on her part. Perhaps a letter from you will be more effectual, at least I sincerely hope so, as Martha, with all her faults, has many qualities which may possibly in time develop into excellences of heart and mind.

I am,

My dear Madam,

Yours very sincerely,

(—————)

No. 30.

Answer to the above.

(Address —————)

(Date in full —————)

MY DEAR MISS —

Your letter of yesterday caused me the greatest pain, as I thought it likely that your excellent system of training would repress, if not eradicate altogether, the faults in Martha's disposition, which I and her father have so often deplored. We are both very sensible of your goodness in devoting so much of your attention to her, and if you will try for a little while longer, we shall think ourselves favoured. By this post I am writing to Martha, expressing our sorrow at her wicked conduct, and explaining that we shall be excessively angry unless she begs for your forgiveness and endeavours to make amends to you and us by displaying obedience and gratitude while she is under your care. This, I pray, will be effectual,

And believe me,

My dear Miss —

Yours sincerely,

(—————)

No. 31.

From a Lady to her Daughter at School, respecting the latter's Disobedience.

(Address —————)

(Date in full —————)

MY DEAR MARTHA,

I have received a very sad account of your conduct from Miss —, who is quite as much distressed as we are, and has begged of me to write, warning you of the consequences of disobedience. Your father and I think you must have forgotten us, or you would never have caused us the shock which we felt on receiving Miss —'s letter. You surely have forgotten also all your promises, and become instead of a good, dutiful girl a very wicked one. You know that we love you very dearly, and are grieved to have you away from home, and yet you have caused us this pain. We are too deeply hurt to scold you, or say what we shall do. I am afraid that Miss — will send you back to us, lest your example should be followed by others. And what a coming back that would be to us all. I have asked her to try you again, and if you go to her and in a very humble manner beg her pardon, and express your sorrow for all that you have done, perhaps she will forgive you. And if she does, you must kneel down and pray to God to keep you from sinning, and every night and morning you must do the same, for you will never be a good girl until He takes you into His keeping. It is because you have forgotten

Him that you have been disobedient, for remember this, my dear, that it is only by striving to do our duty to our Heavenly Father that we can do our duty to others.

You will do what I have told you when this arrives, and write to say that you are our own little daughter once more, and you will be forgiven, and have all our love back again.

From your affectionate Mother,

(—————)

No. 32.

Answer to the above penitently.

(Address ———)

(Date in full —————)

MY DEAREST MOTHER,

I have indeed been very wicked to distress you and my dear father as I have done. I cried when your letter came, it was so much more than I deserved. I went with it immediately to Miss ———, and, as well as I could, I begged her to forgive me, and promised never to vex her again. She was very good to me, and bade me go to my room and do what you told me. I have prayed to Christ to forgive me and love me once more, and I feel comforted now.

Give my dear, forgiving father a dozen kisses for me, and bless, my darling mother,

Your own

(—————)

FOR LADIES.

No. 33.

From a Young Lady at School to her Sister requesting Books.

(Address _____)

(Date in full _____)

MY DEAREST PEN,

I was delighted with your last letter; it was so full of good things that I read it over half-a-dozen times before I paused, or, like the bee, had extracted all its sweetness. And really if you knew how refreshing it is to get such letters—after we have been poring over our exercises until we are nearly as dry as they are—you would write often. You would write, I am sure, twice a day at the least, that is if you could, and were I foolish enough to be so exacting, which you know I am not.

There have been no fresh arrivals here since I wrote, and we are seldom able to go out now that the weather has broken. The consequence is that a few nice books would be most acceptable as the things I stand most in need of to maintain a siege against the gathering dullness. Let me see, I should like "Pendennis," for a peep I had into it once assured me that Laura Bell was a perfect darling. Will you send it me, and any others you can spare, and I'll promise to keep them unsoiled, and besides feel very grateful. With love and kisses

Believe me,

My dearest Pen,

Your affectionate,

(_____)

BEETON'S COMPLETE LETTER-WRITER

No. 34.

Answer to the above, sending some Books.

(Address —————)

(Date in full —————)

MY DEAREST MAY,

Your dear letter was a pleasant addition to our breakfast-table this morning, as we were all rather quiet and wondering when the rain would cease pattering outside that we might have a glimpse of sunshine. Our thoughts were therefore chased away from a very dismal subject to a bright one, and our tongues wagged merrily on while your letter passed from hand to hand.

Papa sends you Mr. Trollope's new book, and John, "Pendennis," and I, half-a-dozen volumes from my own little library, so you will have plenty of nice reading for the long nights. All join with me in love to our absent pet, from whom we are always anxious to hear.

Believe me,

My dearest May,

Your affectionate,

(—————)

No. 35.

From a Young Lady at School describing a Visit to the Country.

(Address —————)

(Date in full —————)

MY DEAR LENA,

I number Tuesday among the happiest days we have had for a very long time. Miss Gray

was in an unusually indulgent humour, and caused us to be carried off to M——, a pretty village ten miles from town, where we enjoyed ourselves to our hearts' content. After passing the village, we came to a delicious bit of woodland scenery, where our hampers were unpacked, and their contents spread out on the grass under the soft green shade of some noble trees. Thus we encamped gipsy fashion, and made merry for hours and hours, while our elders were botanizing and sketching as zealously as though it were for dear life. Our appetites, you may be sure, were excellent, and so were the dainties which Miss Gray had provided. Our kettle boiled famously and actually sang, as did we, very heartily, much to the astonishment, no doubt, of the thousand little denizens of the glade. The day, I can assure you, came far too soon to an end, but it has afforded us since no little pleasure in recalling what was said and done, and what we saw. Trusting you will not forget me,

I remain,

My dear Lena,

Ever yours sincerely,

(—————)

—

No. 36.

From a Lady in answer to an Advertisement for a Governess.

(Address —————)

(Date in full —————)

MADAM,

Being qualified to undertake the responsi-

bilities of a governess, I beg you will permit me to call upon you and place myself on the list of applicants for the position which I believe is vacant in your establishment. Until recently the education of two young ladies of good family was entrusted to my care, and I am at liberty to say that the most implicit confidence of their parents was placed in me from first to last. It will be pardonable if I add that I returned from my responsibilities leaving the ladies excellent English scholars, fair linguists, and good, if I may not use the word accomplished, musicians. I am permitted to refer to their parents, who express themselves desirous of furthering my aims.

I am,
 Madam,
 Your obedient servant,
 (—————)

(Name and address stated in above advertisement.)

No. 37.

Answer to the above affirmatively.

(Address —————)
 (Date in full —————)

MADAM,

I am indebted for your letter of yesterday, expressing a wish to see me about the position I

FOR LADIES.

have vacant, and if you can conveniently call here, at, say eleven to-morrow morning, I shall be at home.

I am,
Madam,
Yours obediently,
(—————)

No. 38.

Another Answer affirmatively.

(Address—————)
(Date in full —————)

Mrs. NELSON begs to thank — for her letter of yesterday, and if she can conveniently call on Mrs. Nelson at about eleven to-morrow, the latter will be at home.

No. 39.

From a Lady to another to whom a Governess has referred.

(Address—————)
(Date in full —————)

MADAM (if a stranger) —

You will, I am sure, pardon this liberty when you know that —, being desirous of taking charge of my daughter's education, has wished me to ascertain from you some particulars of her qualification for the position. I understand that she

enjoyed deservedly your confidence for a number of years, and so far, I think, she is likely to deserve mine. But I feel reluctant to decide in the matter until I hear from you if it be a favour I may ask.

I am,

Madam,

Yours very truly,

(———)

No. 40.

More familiar Request for Information.

(Address -

(Date in full ————)

MY DEAR MRS. ——

Miss —— has been with me this morning in answer to my advertisement for a governess, and as she is, I think, likely to do Clara justice, I am anxious to have her here if we can arrange terms. But before I decide will you inform me how her course of teaching, &c., was regarded by you and Mr. ——

Believe me,

My dear Mrs. ——

Yours sincerely,

(———)

FOR LADIES.

No. 41.

Answer to the first Inquiry.

(Address —————)
(Date in full —————)

MADAM,

It gratifies me to say that while Miss — was here as governess she was esteemed for her earnest and painstaking character, and held in high respect for her signal abilities as a teacher. My daughter rapidly advanced under her care, I may add, her sole care, so few are the occasions that either I or my husband ventured to suggest an alteration in her system, and if my recommendation is of any value, I give it now with pleasure.

I am,

Madam,

Yours very truly,

(—————)

No. 42.

Answer to the second Inquiry.

(Address —————)
(Date in full —————)

MY DEAR MRS. —

I am pleased to think that Miss — has called upon you, for she is in many respects an excellent governess, and if she devotes as much care

and time on Clara's education as she spent on that of my daughter's, you will have every reason to feel satisfied. I think she has few equals, not only as regards the interest she takes in her pupils. but as a really accomplished woman.

Believe me,

My dear Mrs. —

Yours sincerely,

(—————)

No. 48.

From a Lady, naming Terms, &c., to a Governess.

(Address .

(Date in full —————)

MADAME,

Mrs. —, to whom you wished me to refer, having responded in the most satisfactory manner to my inquiry, I have now only to name the salary I thought of giving until we saw a little more of each other. I am confident you deserve a considerably higher salary, but, for the present, let the sum be called — guineas a year, which will permit of an occasional increase, as your duties become more onerous. I shall be pleased to hear that we agree on this point, and know the very earliest day you can name for coming to us.

I am,

Madame,

Yours truly,

(—————)

FOR LADIES.

No. 44.

From a Lady as Governess accepting Terms, &c.

(Address _____)
(Date in full _____)

MADAME,

Your letter I beg to thank you for most sincerely. The sum you have named as salary, if below what I have hitherto received, is agreeable to my wishes, more especially as you kindly state that I may look for an occasional increase. I shall name Thursday for undertaking my responsibilities, unless another day later would be thought more suitable.

I remain,
Madame,
Your obedient servant,
(_____)

No. 45.

*From a Lady writing to another about a Nursery
Governess.*

(Address _____)
(Date in full _____)

MY DEAR MRS. _____

You know so many nice young people, girls who are not called accomplished, but who have had a fair English education, and are intelligent, amiable, and neat, that I wish you would ask one of them to come to us, and take charge of my two little girls. Since Miss. _____ left, they have been learning only a few simple lessons, and are growing

up like little wild things, so difficult it is for me to be in the nursery during the day. You know much better than I can explain the kind of girl I want, and the salary I ought to pay, so if you can think of somebody, and induce her to call upon me as well, you will be doing me a particular service.

Believe me,
My dear Mrs. —
Yours sincerely,
(———)

No. 46.

Answer affirmatively.

(Address ————)
(Date in full ————)

MY DEAR MRS. —

I have asked Miss — to call upon you to-morrow, as I think she is exactly the kind of person to take charge of, and do justice to, your little girls. She is very intelligent and good tempered, and, from what I know of her antecedents, you may leave the nursery to her without any anxiety.

Believe me,
My dear Mrs. —
Yours sincerely,
(———)

FOR LADIES.

No. 47.

*An unfavourable Answer to an Inquiry respecting a
Governess's Abilities, etc.*

(Address _____)
(Date in full _____)

MADAM,

You were pleased to send me a polite note asking for my opinion of Miss ——'s character and capabilities, and in answer I regret exceedingly to say that it is not so favourable as I could wish. She lived in my family nearly ——, and during that time she displayed no interest in her duties, and allowed my daughters to fall considerably behind in their education and deportment. I had frequently the disagreeable duty imposed upon me of reprimanding Miss ——, and on such occasions I hoped that it might be the last, but the necessity continued to arise up to the time of her dismissal. I found her deficient in music and French, and by no means a good English grammarian. It pains me to write so unfavourably of my daughters' late governess, but were I to conceal the truth it would do her no permanent service, unless she seriously took herself to task.

Believe me,

Madam,

Your obedient servant,

(———)

No. 48.

An unfavourable Answer to a Governess's Application.

(Address —————)
(Date in full —————)

Mrs. — regrets that she is unable to entertain Miss —'s application for the position of governess to her daughters, but she hopes that Miss — will succeed elsewhere.

No. 49.

Another more Complimentary.

Mrs. — begs to thank Miss — for her offer of service, which she would take early advantage of were it not that arrangements have already been made with another lady. Mrs. — expresses a hope that Miss —'s merits and capabilities will soon meet with a substantial recognition.

No. 50.

An unfavourable Answer to an Application for the Character of a Nursery Governess.

(Address —————)
(Date in full — — — —)

MADAM (OR DEAR MADAM, as the case may be),

I regret to say in answer to your note of yesterday that I found — quite unserviceable in the nursery. I felt unwilling to dismiss her, fear-

FOR LADIES.

ing that I might employ a person of still worse disposition, but she grew at last so indolent and disrespectful that I could no longer hesitate. I would be glad to hear that she had improved, but I am afraid she is incorrigible. Assuring you that no one regrets the necessity of writing thus about — than I do,

Believe me,

Madam,

Yours sincerely (or, Your obedient servant),

(————)

No. 51.

Application for Employment as a Housekeeper.

MADAM (or SIR),

I believe I am correct in thinking you require the service of an experienced housekeeper, and under that impression I beg most respectfully to apply for the vacant situation. Only recently a term of service, which had lasted upwards of — years, was brought to a close by the death (or departure from this country) of my late employer, but my capabilities were sufficiently well known to his relatives to allow of their being referred to them in the event of this application attracting your notice. I am unmarried, and my age is——.

I am Sir (or Madam),

Your very obedient servant,

(————)

To (name and address),

No. 52.

Application for Employment as a General Servant.

(Address —————)
(Date in full —————)

MADAM,

Being informed that you require the services of a general servant, I beg most respectfully to apply for the situation. I have lived in Mrs. ———'s family for ——— years (or months), and I understand that she will give me a good character if I am successful in attracting your notice. She is not wishful that I should leave, but I am desirous of making a change, by which I may better my position to some slight extent. My age is ———, and the wages I now receive are ——— pounds per annum.

I am, Madam,
Your obedient servant,
(.————)

To (name and address.)

No. 53.

Letter of Enquiry as regards the Character of a General Servant.

(Address —————)
(Date in full —————)

MADAM (or DEAR MADAM),

Mary Gray, your housemaid, knowing that I require a servant, has written, applying for the situation, and refers me to you for a character. As

FOR LADIES.

I want a girl immediately, I will be glad to engage Mary, if you can say anything in her favour.

Believe me,

Madam (or Dear Madam),

Your obedient servant (or Yours sincerely),

(—————)

—————
No. 54.

Answer to the above favourably.

(Address .

(Date in full —————)

MADAM (OR DEAR MADAM),

I hasten to answer your note of yesterday about Mary Gray. She has been with me for ——— years (or months) and is both very industrious and honest. She is also strong, and used to hard work, so that I consider her well able to perform the tasks of a general servant. I do not like parting with her, but if you are wishful to employ her, I shall not stand in her way.

Believe me,

Madam (or Dear Madam),

Your obedient servant (or Yours sincerely),

(—————)

—————
No. 55.

An unfavourable Answer.

(Address —————)

(Date in full —————)

MADAM (OR DEAR MADAM),

My answer to your note as to Mary Gray

must, I am sorry to have to say it, be unfavourable. I was upon the point of dismissing her when your note arrived, as I consider her quite an unfit person to be left alone in the house. She is excessively indolent and very fond of a class of company that a girl ought not to see.

Believe me,
Madam (or Dear Madam),
Your obedient servant (or Yours sincerely,
(—————))

No. 56.

Application as Companion to a Lady.

(Address —————)
(Date in full ——— ———)

MADAM,

Learning that you purpose engaging a lady in the capacity of companion for a friend who is an invalid, I venture to address you on the subject, and perhaps you may, at some moment of leisure, be able to read what I have to say for myself. I have been for many years my aunt's sole companion, and she, in addition to her feebleness, is moreover incapacitated from moving much about by old age. I therefore have had almost to be her second self, and I believe I succeeded. However, it is not for me to speak flatteringly of my exertions. But I may, perhaps, mention my duty has been to amuse her by reading to and conversing with her, taking a hand at some light game, such as a rubber at cribbage, and generally to enliven the dullness of her life. I have also acted as her secretary and attended to any little

FOR LADIES.

matter of business that comes within the range of a lady's abilities.

The reason I wish to make a change is this. My younger sister must now do something for herself, and I have thought it unlikely that she would succeed elsewhere, inexperienced as she is. But with my aunt, she being a great favourite, I purpose leaving her in my position, and finding employment for myself where I can. My age is —, and I believe that Mrs. — of —, and the Rev. Dr. —, will say something in my favour.

I am,
Madam,
Your obedient servant,
(———)

No. 57.

A favourable Answer to the above.

(Address —————)
(Date in full —————)

MADAM,

I feel indebted for the letter which you sent me on Monday, and the subject matter pleases my invalid friend very much. She is desirous of seeing you before communicating with your friends, and if you can conveniently come to us before the end of the week, we can early in the beginning of the next write to Mrs. — and the Rev. Dr. —.

My friend, although confined almost entirely indoors, is cheerful and very far from being exacting. Her establishment is small, but it is comfortable and

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liberally conducted, and the terms she thinks of offering are not, to my mind, low. The duties which you have performed at your aunt's are exactly similar to those required here, and consequently I think that you and my friend are likely to be mutually satisfied if the preliminary arrangements for your coming are concluded. You will, perhaps, send us word what day we may look for you, and a conveyance will be sent to meet you at the station.

I am,
Madam,
Your obedient servant,
(—————)

No. 58.

Answer from Applicant affirmatively.

(Address —————)
(Date in full —————)

MADAM,

I feel flattered by the kindness of your note, which arrived here this morning, and it will afford me no little gratification to endeavour to prove a useful companion to your friend. I shall make a point of waiting upon you to-morrow, and for that purpose I think of leaving by the ——— train, which I find is due at ——— about ———.

I am,
Madam,
Your obedient servant,
(—————)

FOR LADIES.

No. 59.

WANTED, a YOUNG LADY to manage the Millinery Department. Must have held a similar position in a good house of business. Applicants to state age, salary, and reference. Apply by letter to D., 3, Ribbon Street, Holborn.

(Address —————)
(Date in full —————)

Sir,

Having qualified myself to undertake the management of the millinery department in a house of business, I beg to apply as a candidate for the vacant appointment in your establishment. My experience has been acquired in a first-class firm, whose name I can give you as a reference should you think my candidature in other respects suitable. I am no longer in the employ of the firm in point, having left two months ago on account of the presence of an obnoxious person in an adjoining department. My reason for leaving will, I believe, be found perfectly satisfactory, as will also the manner in which I conducted the business under my management. My age is —, and the salary I expect is similar to that which I have received, viz.: — pounds a year.

I am,
Sir,
Your obedient servant,
(—————)

No. 60.

WANTED, a WORKMISTRESS for the SOMERSET COUNTY LUNATIC ASYLUM. She will be required to cut out the linen materials for female clothing, and bedding. She will also have to devote a certain portion of her time daily to the instruction of the female patients in reading and writing. Salary 20*l.* per annum, with board, lodging, and washing, and 3*l.* in lieu of livery.—Applications, with testimonials, to be sent to the Secretary of the asylum.

(Address —————)

(Date in full —————)

SIR,

I beg to become a candidate for the situation of workmistress now vacant in the Somerset County Lunatic Asylum, and with that view I enclose copies of testimonials, the originals of which I hope to have the honour of presenting to you in person when the examination of candidates takes place. I am quite prepared to undertake the duties named in your advertisement, having had an experience which extends over a period of ——— years in dealing with female clothing and bedding. I have not hitherto taught females to read and write, but my own education having been fair, I could undertake the duty in point confidently. The salary and the separate remuneration are perfectly satisfactory. My age is ———. I have been married, but now I am a widow with no family.

I have the honour to be,

Sir,

Your obedient servant,

(—————)

To the Secretary.

(Address —————)

FOR LADIES.

No. 61.

Copy of a Testimonial.

(Address —————)

(Date in full —————)

MRS. NOAH ROBERTS has been known to me for upwards of ten years, and during that time I have ever found her honest, industrious, and thoroughly deserving of encouragement. It affords me great pleasure to recommend her to the notice of the Board of the Somerset Asylum as a person, in my opinion, perfectly well fitted, both as regards education and industry, to fulfil intelligently the duties of workmistress for the asylum I have named.

(Signed) Robert Craig,
Rector of

(—————)

No. 62.

WANTED, a YOUNG LADY to keep the books at a Family Hotel. Apply by letter to B. L., 10, Rose Street, E.C.

(Address —————)

(Date in full —————)

SIR,

In answer to your advertisement for a "young lady to keep the books at a family hotel," I beg to introduce myself to your notice as a person fully qualified to perform the duties of book-keeper satisfactorily. I have been accustomed to keep the accounts of a large establishment in the country, and attend both to the local and general correspondence

of the hotel. I left recently on account of a change in the management by which new employés were introduced, but I can confidently refer to the present manager as well as to the former, should you entertain this application. My age is ——. Enclosing the names of the gentlemen I refer to,

I am,
Sir,
Your obedient servant,
(—————)

To the Advertiser, B. L.,
10, Rose Street, E.C.

No. 68.

BARMAID.—WANTED, a respectable Young Person, of good appearance and ability. Must have good references from last employers.—Apply to P. R., Post Office, Newton.

(Address —————)
(Date in full —————)

SIR,

Being able to furnish you with good references, I beg to apply for the situation vacant in your house. My last employer was Mr. —, whose place of business I left in consequence of ill health, but as my recovery is now complete, I am desirous to obtain employment as soon as possible. My age is —, and my references are (state names and addresses).

I am,
Sir,
Your obedient servant,
(—————)

To the Advertiser, P. R.,
Post Office, Newton.

FOR LADIES.

No. 64.

NURSE WANTED in the country. Middle-aged widow preferred. Single-handed. £15 a year, all found. S, Post-office, Moorhead.

(Address —————)

(Date in full —————)

MADAM,

Having no engagement at present, I beg to offer you my services, which are those of a competent nurse and attendant. I have several testimonials from former employers, and, if necessary, I can procure others. I could leave town early if desirable, and on receiving a line from you to that effect,

I am,

Madam,

Your obedient servant,

(—————)

To the Advertiser, S.,

Post Office, Moorhead.

No. 65.

WANTED immediately, a good COOK. Liberal wages. Good character indispensable. Address, W. S., 3 Cranston Square.

(Address —————)

(Date in full —————)

MADAM,

I beg to answer your advertisement for a good cook. I am at present at liberty, my former employer having gone abroad. During the time I lived in his family I gave him complete satisfaction,

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as the certificate I hold from him states. I have been accustomed to cook only for those who have kept good tables, and if you allow me to wait upon you, I will hand you the names of the ladies who have been good enough to say that they would speak in my favour.

I am,
Madam,
Your obedient servant,
(———)

No. 66.

From a Lady to a Gentleman (almost a Stranger), who has proposed by Letter.

(Address ———)
(Date in full ———)

SIR,

While sensible of the great honour you wish to confer upon me, I cannot conceal my surprise that you should think me capable of acting with the precipitancy which has characterised your step. Until the other day we were entire strangers to each other, and I do not remember one instance where look, act, or word of mine could be interpreted as meaning encouragement. If I am mistaken, I am sorry, because any act that you may have regarded as an advance on my part must have been purely accidental, and utterly devoid of intention. But I think it so highly improbable that I feel quite unable to take myself to task. I thought it my duty to place your letter in my father's hands,

FOR LADIES.

who read it also with astonishment, and as he now perfectly understands my wishes and approves of them, he will take an early opportunity of explaining, should you wish it, how impossible it is for me to consent to the step you propose.

Regretting that a circumstance so painful should have arisen,

I am,
Sir,
Your obedient servant,
(—————)

No. 67.

*From a Lady to an Admirer whom she has seen on
several occasions.*

(Address —————)
(Date in full —————)

DEAR SIR,

I assure you that I felt highly flattered in reading the letter you sent me yesterday, but we have met so very, very seldom that I am afraid you have acted from impulse rather than from the good honest sense which your friends, and I among the number, give you the credit of possessing. And you know far better than poor me that impulse, however honourable and generous it sometimes is, in matters that concern one's whole life, is often the agent which produces unhappiness in days to come.

You will say, of course, that you calmly and deliberately wrote to me, but I cannot think it, or a moment's reflection would have told you, that to

imagine I could consent to such a hasty proposal were not to pay me the respect you profess to do. I admit that I esteem you, but I am not conscious of entertaining any deeper feeling, and I wish sincerely you had thought a little before writing, and saved me the pain of saying "No." I say "No ;" but let us remain good friends and forget this incident

I remain,
Dear Sir,
Your sincere well wisher,
(—————)

No. 68.

From a Lady to a Gentleman accepting a Proposal.

(Address —————)
(Date in full —————)

MY DEAR SIR,

I confess that your letter, although a surprise, was an agreeable one, and I should indeed be remiss were I to allow it to remain unanswered longer than I can help. And yet it is after all a difficult task, inasmuch as one's thoughts are not, on a morning like this, likely to be stedfast, but, on the contrary, are provokingly erratic. I am sure, however, you will quite understand me when I say that I have known and believed you were good many a long day ago, and that when your attentions became marked I prayed to be made worthy to become yours. It is well that we have known each other so long, for, had you spoken sooner, I would have

FOR LADIES.

feared lest I might bring you unhappiness. But I now can answer with all happiness and sincerity "Yes" to the question your letter asks. I have told my father that you are coming to see him, and he will be sure to make you welcome.

Believe me,

My dear Sir,

Yours sincerely,

(—————)

No. 69.

Another Letter accepting a Proposal.

(Address —————)

(Date in full —————)

MY DEAR WILLIE,

Are you really in earnest and not joking? What you say in your letter seems too good to be true, and I am afraid to take it to heart altogether lest it takes wings like a dream and flee from me. What a goose I am—only I am a very happy goose, and wouldn't exchange places just now with not even one of the royal princesses. That is, if I were compelled to marry anybody but my own sailor-boy—sailor-prince I ought to say, for he is all that to me.

And so you were afraid to speak or write for fear I would say "No;" I am sure I never looked cross or likely to say "No." But really, my dear Willie, you have made me very happy, for you carried away my heart long ago and never brought it back. You will see papa, of course, and tell him how we are to live, and if he finds out that we have not half enough he will, perhaps, give us something out of his "locker,"

as he calls his desk, which I shall spend like a good careful housekeeper, and never waste anything. I forget, my dear, we are not married yet; but your letter set me thinking of a thousand things, which had no business in my head now. Come immediately after you get this and tell me that it's all true.

Dear Willie,

Ever yours,

(—————)

No. 70.

Another Letter accepting a Proposal.

(Address —————)

(Date in full —————)

MY DEAR ROBERT,

You ask me very plainly whether I will be your wife, and I answer with equal candour, I will. I have no wish to conceal the fact that you are more to me than any other being on the earth, but I was beginning to fear that the affection was all on my side, and you know that women must keep their secret hid. I am no longer a girl, but I was one when we met first, when you told me, what I have always remembered, that you cared for me. I shall not cast a reflection on those who separated us. I have thought it hard that they should have done so, but now all that was sore is forgotten. You will come here soon and see us,

And believe me,

My dear Robert,

Yours always,

(—————)

FOR LADIES.

No. 71.

From a Lady complaining of her Lover's silence.

(Address —————)

(Date in full —————)

MY DEAREST —

Your silence makes me very uneasy, as I have not heard from you since the 5th of November, a very very long time, I think—and I am sure you think eighteen days a long time to pass without writing me a line. I fear greatly something very wrong is the matter, because it is so unlike you to leave me without a word of enquiry. I had a newspaper from you on this day week. I was glad to see it because you addressed it, but you know a newspaper is a bad substitute for “thoughts that breathe and words that burn,” such as your letters are. I am very much distressed and depressed, and nothing will cheer me but a letter from you. Write immediately

To your own,

(—————)

No. 72.

From a Lady making Enquiries respecting the Place of Marriage, &c.

(Address —————)

(Date in full —————)

MY DEAREST —

Just time before the post leaves to say I have received your letter and am well. I go home

at Christmas ; will you arrange to come there, and if my father agrees to my being married in London, the notion might be carried out. Will you be pleased to have my charming countenance opposite you at breakfast. You must make a wonderful pet of me, and I shall forget the melancholy habit of fretting I have.

Where are we to live in London ? in a house or in lodgings ? Write me full particulars, and don't infer from the last sentence that I think lodgings are to be had in *tents* in the Metropolis.

Adieu,

Believe me,

Ever yours,

(———)

No. 73.

A Lady writing to her Lover on Christmas Eve.

(Address ———)

(Date in full ———)

MY DEAREST ———

My first duty, nay, my first pleasure, is to write to you and wish you a merry Christmas, and to express to you a little of the great hope that your life may be blessed and your path prosperous. I wish indeed, my dear, I had some better gift to offer you to-morrow. But the will is here, though not the power, and you will take that will for the deed, and believe that could I show more substantially than by words my warm wishes for you it should be gladly done.

On this Christmas Eve 'I feel a kind of solemn

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happiness dwelling in my heart I cannot at all express—feelings that bring my spirit often to its knees as it were, and dim my eyes. Heaven bless you, dearest, for all your goodness to me, and may the kindness and love you have given me be repaid tenfold into your own bosom by Him with whom all goodness dwells. Good-bye, and with much love and many a warm wish for your future,

Believe me,

Ever your own

(————)

No. 74.

From a Lady explaining a Misunderstanding.

(Address————)

(Date in full————)

MY DEAREST ———

You surely never really thought that I was guilty of “flirting” with a stranger at the Wilsons’, even though a report was spread to that effect. Yet the tone of your letter, more than your words, seems to imply that you accepted the statement as true, without even asking me, with whom you profess to have reposed undoubted confidence, whether or not I had allowed the stranger to pay me marked attention. My dear, I am sorely grieved to think that you are capable of doubting me, for I fear there is unhappiness in store for us both if you allow idle tales to catch your ear. Now the true story of my meeting with the stranger is this. He has recently returned from the West Coast of Africa, where he

saw John, who gave him a letter of introduction to my father. I saw him on the night of his arrival at the Wilsons', and was introduced to him as John's sister. Was it not natural that I should inquire for my brother and ask him questions about the mode of life on the West Coast. I was interested, not in the gentleman himself, but in his story, and listened eagerly as he told it, and from my attention to it probably arose the report that reached your ears.

I have entered into this explanation because I feel you were not really yourself when you wrote. You will write to me by return, dear, and say that after all you didn't believe what was told you

About your own

(—————)

No. 75.

A Letter of Expostulation.

(Address .

(Date in full ————)

MY DEAR ———

I have lately observed with very great sorrow that your interest in my society and my plans has been rapidly lessening, and I fear now it has no real existence. You come here very seldom, and never to spend the evening as you used to do, and when I express a wish of any kind it seems to fall on a deaf ear. How has such a change been wrought? I have never been exacting nor jealous, nor troubled you when I saw you were weary or more disposed to visit your friends instead of coming to

FOR LADIES.

me. Ah, I fear there is something wrong, some trouble approaching which will make this poor heart of mine ache. When first you came it was with a smile and a willing step. You were impatient until we saw each other; and when we did, you thought the time flew fast away. Now your step is slow, and there is no smile; the time hangs heavy, and the moment you seem pleased, is when we are *not* alone.

The change has been noticed, not by me only, but by all here, and much surprise has been expressed at it. But how can I explain when I myself am in the dark? Is it that you are tired of coming here and wish to break off the engagement, or is there some great sorrow hanging over you? If you wish to leave me you have but to speak and you are free. If it be trouble, why not tell me and let us all gather round you and save you from it. You are sadly mistaken if you think I would care for you less were you poorer, and as mistaken if you think me a bar to another attachment.

You will write and tell me what I am to think, for this dreadful suspense is more than I can bear.

Still your own

(———)

No. 76.

Breaking off an Engagement.

(Address —————)

(Date in full —————)

MY DEAR ———

I can understand your letter, although it was not such as I expected. It is as if you were

undecided, whether to go or come, which means to me that you wish to go. I have made up your letters and presents into a small packet which will be left with this at your office, and when you have time please return the letters you have of mine.

Good bye.

(———)

No. 77.

Renewing an Engagement.

(Address —————)

(Date in full —————)

MY DEAR ———

It appears I have been sadly mistaken in supposing you wished to desert me. But why did you not tell me you were in difficulties and I would have told you you were dearer to me than ever. Come to me early, and bring with you all your letters, for I am anxious to have them in my safe keeping again. You may be sure that you are doubly welcome now that we know all.

Ever your own

(———)

—————

No. 78.

Stating Objections to an early Marriage.

(Address —————)

(Date in full —————)

MY DEAR ———

You may be sure I was pleased to get your last letter: your letters are always pleasing, but the

one of Tuesday seemed to me more delightful than all the others put together. It expressed your anxiety that we should not be long separated, and pleaded so earnestly for an early marriage that it made me almost miserable to say no. But my dear —, while anxious to relieve your anxiety, I am equally anxious to consult your best interests, and prove myself a true friend now, as I hope to prove myself a true wife in days to come. You know as well as I do that although money cannot buy happiness, we cannot be happy without money, that is, without an income sufficient to maintain a home such as you have been accustomed to. We might, as you suggest, begin married life in furnished apartments; but I am afraid you would soon grow weary of such a life, and wish that we had waited a little longer until you had a little cottage of your own in which we could do exactly as we pleased. Now, we are both young and able to wait a long time. You are rising in the world, and if burdened with a wife your progress would be slow, you would have less time and thought to devote to your business, and I would be miserable knowing that I was the cause thereof. No, my dear —, we musn't dream of marriage yet awhile, not until I am convinced you will not suffer by marrying me.

Write soon and say you are not angry with me for speaking so plainly and so much against my own wish.

And believe me,

Ever yours sincerely,

(—)

No. 79.

Fixing an early Day.

(Address —————)

(Date in full —————)

MY DEAR (OR DEAREST) —

I need not hesitate in saying that your proposal is very agreeable to me, for indeed it is much more so than I can express here, or could tell you even were you at my side. People generally disapprove of early marriages, and were I differently situated I daresay I would agree with them ; but, as it is, I think there is great justification for the step. Besides knowing each other as we do, I think our prospect of happiness is quite as bright as that of those who wait longer. At any rate, I believe you to be so good and true that I have no fear of the future. Troubles may come upon us, of course ; we may become very poor : but, whether you may be richer or poorer, I shall always strive to be to you a true wife.

Everything you say about a house and house-keeping is all I could desire, and I sincerely hope I may be found deserving of all your care and forethought. Now as to that other very, very important matter, what shall I say ? It is comparatively easy to talk about what may be coming, but to fix a date, or to speak more womanly, name a day for our union is a task of some difficulty. I have it on my lips, and yet it seems hard to write it. Why, I don't know. I am sure it is simply naming the day when my greatest earthly happiness will begin, and I know that I am doing you a great injustice in

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not replying at once to your request; but I am very far from tampering with your great kindness and love for me. But you know women have not the decision of men, and I am but a woman. I must now, however, name the day, come what will, and if I say — I have named the very earliest.

Write to me soon.

And ever believe me,

Your affectionate

(—————)

No. 80.

Letter postponing Marriage.

(Address —————)

(Date in full ————)

MY DEAR (OR DEAREST) ———

You will be grieved to hear that my dear uncle has been suddenly, and we fear seriously, seized by his old enemy the gout. We had a letter this morning from aunt asking papa to go to ——— at once, and from the tone of the letter, much more than the words, we have all imagined the worst. I hope we may be mistaken, but you know Dr. ——— said that one or two attacks more would take uncle from us, and this is the second since then. I am sure I need not ask you to join with me in postponing our marriage for a time. I said so to mamma, when she spoke about it; so you will regard this more as an announcement of poor uncle's illness than as a request from me.

Ever believe me,

Your affectionate

(•—————)

No. 81.

Another Letter postponing Marriage.

(Address —————)

(Date in full —————)

MY DEAR (OR DEAREST) —

Had we not better postpone our marriage for a little while. Papa has just told me that you are a great sufferer in a recent failure, and will have to work very hard to prepare the home for me which we have spoken about so often. It would grieve me to the heart were I to increase your cares now, knowing that it is my duty to lighten them as much as possible. I will wait ever so long, if my doing so will but ease your burden, and instead of loving you less I will love you more. Do think this over, and don't be angry with me for mentioning it, for it is not of myself I am thinking, but of your comfort and happiness. Your health is very precious to me, and I fear that if your worries are increased it will suffer, and then I may perhaps lose you altogether. I know full well that you concealed your trouble from me, fearing I might be disappointed, and have gone on toiling from day to day bearing that in mind. But the only disappointment I can experience is, if you think me selfish enough to disregard your best interests, and pout like a child because I cannot have a home of my own. Be sure and write saying that we will wait until the sun shines again, and in the meanwhile continue the courtship from which I am loth to part.

And ever believe me,

• Your affectionate

No. 82.

*Answer to a Gentleman who proposes postponing
Marriage.*

(Address —————)

(Date in full —————)

MY DEAR (OR DEAREST) —

What you say in your letter has not caused me the slightest disappointment, and I gladly accede to your wish as regards postponing our marriage. I thought it only right to explain the circumstance to my father, lest he should put a wrong construction on your conduct. I told him you were suddenly involved in a lawsuit, and until it was settled you were unable to call what you possess your own, and he, as you might expect, commended your prudence, and bade me say that cordially sympathized with you in your trouble. As for myself, I would like to say much to relieve your cares, but am so distressed on your account that words fail me. But the lawsuit may, and I sincerely trust it may, turn in your favour; if, however it does not, and you have to begin the world afresh, my feelings will remain the same, for nothing can change them.

And, believe me,

I will always be

Your affectionate

(—————)

No. 83.

Letter to a Gentleman going Abroad.

(Address —————)

(Date in full —————)

MY DEAR —

You will get this I hope before the steamer leaves for Southampton, and perhaps it will comfort you to know that there is one here praying fervently for your safety on the voyage out, and during your stay abroad. I wish I could say farewell again, as it was said when we parted, but as that cannot be I must content myself by writing it. I feel assured that you are sad enough, without being made still more so by any words of mine, and I would fain write cheerfully to make, if possible, the moment of departure less painful. But when the heart is low, as mine is, the words will ring, not merrily but mournfully, try as I will. Yet I could not let you leave us for so long a voyage without a line of comfort or without telling you how much you are missed already, and how anxiously I shall count the months and the years until you are on your way home. Ah, me ! what a time of watching and waiting ! But you will write often, very often as you promised, and thus make the waiting less sorrowful.

And now my dear —, good-bye, and that God may bless and prosper you in your exile is the prayer of

Your ever affectionate
(—————)

Answer to a Missionary's Proposal affirmatively.

(Address _____)

(Date in full _____)

MY DEAR SIR,

Our friendship, if I may use the word, has not had a long existence, but short though it has been, I have learned to appreciate it more than you can imagine. Indeed, were it not so, I should shrink from replying frankly to the question you ask. You ask me will I consent to accompany you to Africa, and share the trials of a missionary's life there, and I answer that I will, believing it to be my duty to join in so noble an undertaking as the wife of one whom I esteem. I cannot as your wife, aid you as I would like, and to the work I cannot bring more than a willing heart, but perhaps the Almighty will strengthen both my heart and my hands, and enable me to be useful as your helpmeet in your distant home.

The day of your departure is, you say, drawing nigh, but, however near it may be, I can be ready. The sorest part of the preparation will be, saying good-bye to those I love, and they are many. They will, however, I feel, not tax my strength too far when they know in whose care I shall go.

You will tell me what to do.

And believe me,

My dear Sir,

Yours sincerely,

(.—————)

No. 85.

Answer to a Missionary's Proposal negatively.

(Address—————)

(Date in full —————)

MY DEAR SIR,

Were I free to consult my own wishes, my answer to your kind and generous letter, would be "Yes," as since you first became a visitor of my father's I saw much in your character to admire. But my parents, to whom I showed your letter, consider that I am constitutionally unfitted to reside in a climate so trying as Africa, and wish me to remain still with them. They are, with myself, grateful for all that you say; and, were it not that you go abroad, their consent would have been willingly given. I feel myself, too, that I would be only an incumbrance even were I spared; and at a missionary station there should be no incumbrances.

You will allow me to call myself your sincere well-wisher, if nothing more, and hope that your efforts in Africa will be crowned with success.

Believe me,

My dear Sir,

Yours sincerely,

(—————)

(Name and Address).

No. 86.

From a Lady to a Friend after Marriage.

(Address ————)

(Date in full — — — —)

MY DEAR ———

I left home, as you know, not in the best of spirits, although the only reason I had for feeling sad was the separation from old and dear associations. My husband, too, experienced a feeling of a similar kind; so on that point we were in entire sympathy with one another, until we reached our destination. Then the change of scene, the meeting with nice people, and the delightful weather caused a reaction, and we were soon briskly at work sight-seeing and pleasure-making. We were not, however, unmindful of home. On the contrary, we often wished that you and ——— were with us, enjoying, as we were doing, the sweet air and the quiet beauty of the little hamlet.

We left on the ——— and made our first attempt at housekeeping, an attempt which I cannot say has been so far successful, but J—— has been so thoughtful and so constantly with me that the troubles incidental to newly married life seem as trifles, not worth thinking of. You will, perhaps, ask me whether I would not free myself from my cares and be single again were that possible, rather than continue in my present state. And I answer, "No." I might say "Yes" were I mated to someone else; but, as it is, I am so happy in the enjoyment of J——'s confidence that I wouldn't change again for a queen's ransom.

You must come and spend some time with us when we have got all the tradesmen out of the house, and then I can tell you all about our trip, who we met, and all the rest of it. Give my love to all our friends,

And believe me,

Sincerely yours,

(———)

—————

No. 87.

Congratulating a Lady on her Marriage.

(Address —————)

(Date in full —————)

MY DEAR ———

You are now married and, let me add, happy, and it is to wish you joy on the occasion that I am writing this. The course of true love, in your case, has, I am sure, ran very smooth indeed, and, if it continues to flow as sweetly through your new life, you will be among the most envied of women; and I think it will, because I know your husband's character to be simple, honest, and manly, and your own —well, I shall only say, you are as worthy of his devotion as he is of yours. You may be certain you have well wishers in all directions, not alone among your prosperous friends, but in a little host of young and old among the poor. You will be sorely missed, my dear ———, but there is not one of your friends selfish enough to wish you free from your present lot. We regret your absence, but we rejoice that you have such a fair prospect before you of rest and happiness.

FOR LADIES.

We shall see you occasionally and hear from you often, let us hope—that is, ere your responsibilities increase, and then we must perforce become less exacting. I will not add more now—not more than to wish you a sweet, calm life, the mistress of a happy English home.

My dear ——

Believe me

Ever sincerely yours,

(———)

No. 88.

Maid Servant's Answer to a Proposal affirmatively.

(Address ———)

(Date in full ———)

MY DEAR ——

I hardly thought you cared for me sufficiently to ask me to become your wife. I admit you were very attentive when we were both at Mrs. ——, but I never really imagined you were in earnest, although it appears I have been doing you a great injustice, and the only way I can see to repair it is to say I know no one I respect more than yourself. We need, however, be in no hurry, as our savings put together are not very large yet, and it would be imprudent to leave good places until we have sufficient to begin some small business which would keep the wolf from the door.

I am,

Dear ——

Yours truly,

(———)

No. 89.

Maid Servant's Answer to a Proposal negatively.

(Address —————)

(Date in full —————)

CHARLES,

You know as well as I do that I have never given you any encouragement, yet you ask me to be your wife. Do you think I could marry a man I have always tried to avoid? I am sure you have mistaken my character if you suppose that I am so anxious to be married as to accept a person I do not respect, for the sake of his savings. Keep your money, Charles, and look out elsewhere, for my mind is firmly made up to remain single for a long time to come, and if I ever encourage a fellow servant to speak to me, he must have better qualities than I know you possess.

(—————)

No. 90.

From a Maid Servant to her Lover in Town.

(Address —————)

(Date in full —————)

MY DEAR ———

I received your kind letter telling me you were very comfortable in your new place. I was very glad to hear it, because lately I have been very anxious about you, so very difficult it is to please some masters, I had to leave your letter unanswered

FOR LADIES.

until to-day, as the house has been full of company, and every moment of my time has been taken up waiting on the strangers. I wish you would write oftener, for you know how much a letter from you pleases me, besides, as we cannot be together to talk of our prospects, we ought to write about them, and thereby see how far we agree. I don't think we are likely to differ, but it is better that we should know how each is going on than remain altogether in the dark.

We shall be leaving here for — on the 14th of next month, and I believe the family will stay there about six weeks, but I will write and tell you where to address before then.

With love,

I am,

My dear —

Your affectionate

(—————)

No. 91.

From a Maid Servant taxing her Lover with Neglect.

(Address —————)

(Date in full —————)

DEAR —

I have not heard from you for nearly two months, although I posted four letters to you. I thought that you had gone with the family on the Continent, until Charles Williams called here and told me you were still in town. I think it is ex-

ceedingly cruel of you to leave my letters so long unanswered, more especially as you know how eagerly I watch for the postman. You do not surely suppose I can sit down quietly and patiently under such treatment, after the promises you have so often made. I really must know the cause of your silence, as the suspense is becoming unbearable.

Dear —

Yours truly,

(———)

No. 92.

Maid Servant answering a cool Letter from her Lover.

(Address ———)

(Date in full ———)

WILLIAM,

I can hardly believe you wrote the letter which I received this morning. It is so different from any of the others I have in my box, that you must have either deceived me greatly, or your character has strangely altered for the worse during the last two months. Do you remember telling me over and over again that nothing would change your feelings towards me? And yet you write as coldly as though we were mere acquaintances. I will not again ask you the reason of the change, because, if you have not, I have, some little self-respect. You wish, I think, to be free to marry another girl, and, instead of telling me in a manly way that such is the case, you try to shake me

FOR LADIES.

coolly off. Your letter hardly deserved an answer, and I don't think I would have answered it were it not my wish to tell you that you are no longer anything to me and need never write to me again.

(———)

No. 93.

From a Lady asking a Physician to call.

(Address ———)

(Date in full ———)

D AR DR.—(If the family doctor)

Will you call as soon as you can conveniently spare a moment, as Lucy since Saturday has been very far from well, and I am afraid she has caught a share of the fever prevailing now in several parts of this neighbourhood. Last night she was very poorly, but towards morning she seemed easier.

Sincerely yours,

(———)

No. 94.

To a Doctor who is a Stranger.

(Address ———)

(Date in full ———)

MRS. ROBERTS presents her compliments to Dr. Frances and begs he will call in the course of to-morrow, as she wishes to consult him respecting

her daughter's health, which has been extremely delicate of late. Mrs. Roberts, having only lately arrived in the neighbourhood, has no physician of her own in town, but being at liberty to use the name of one of Dr. Frances' patients, Mrs.——, he will perhaps, have no objection to make an early visit.

No. 95.

From a Lady to her Landlord respecting Repairs.

(Address ————
(Date in full ————))

DEAR SIR,

You will oblige me by instructing your agent to call and look at the condition of my upper rooms with a view to putting them in a state of thorough repair. Owing, I think, to a loose slate, water found its way to the ceiling during the recent rains, and caused several portions to fall, damaging both carpets and furniture. And while he is here I would like him to look at the wall-paper of the lower rooms, and the dilapidated state of the scullery and the wash-house. If I remember rightly, he promised to repair and improve the condition of the house when I became your tenant, but so far, nothing has been done. I am unwilling to leave

FOR LADIES.

this house, but unless it is rendered more comfortable I shall be compelled to look for another.

Trusting to see him ere long,

I am,

Dear Sir,

Yours truly,

(—————)

No. 96.

From a Lady requesting time to pay her Rent.

(Address —————)

(Date in full ————)

DEAR SIR,

Finding myself embarrassed through the want of my usual quarterly remittance, I will regard it as a great favour if you will allow me to pay two quarters' rent together, that is, the sum now due and that due in March, making in all £——. My remittances have usually reached me with undeviating regularity, but on this occasion there appears to have been some delay which, I have no doubt, will be satisfactorily explained.

I am,

Dear Sir,

Yours truly,

(—————)

(Name and Address of Landlord.)

No. 97.

From a Lady requesting her Banker for a Draft.

(Address —————)

(Date in full —————)

SIR,

I inclose a cheque for £—— for the purchase of a draft at sight on Calcutta in favour of Mr.——, which be kind enough to post to my address in time to enable me to post it by the outgoing mail.

I am,

Sir,

Your obedient servant,

(—————)

(Name and Address of Banker.)

NOTE.—If it is necessary or desirable to conceal the name of the person to whom the money is payable, the lady should ask her banker for a draft payable to herself, and when she receives it she must write on the back "pay to (name of person) or order," and beneath the endorsement sign her name.

No. 98.

Requesting a Banker to sell Stock.

(Address —

(Date in full —————)

SIR,

I have to ask you to sell £200 of my East India Stock (five per cents.) in your hands, and place the amount to the credit of my drawing account.

FOR LADIES.

As I shall draw against the £200 to-morrow, please
honour my cheques on presentation.

I am,

Sir,

Your obedient servant,

(————)

(Name and Address.)

NOTE.—When a lady simply instructs her banker to sell stock it is presumed that he holds a power of attorney from her for the purchase and sale of stock generally, but if he has no such power, the lady must apply to him for the prescribed form, which she will sign, and return to the bank, otherwise he can in no wise deal with her property.

No. 99.

Instructing a Solicitor to prepare a power of Attorney.

(Address —————)

(Date in full —————)

SIR,

Please draw up a special power of attorney authorising Mr. James Graham to dispose of or otherwise deal with, as he may think proper, my estate in Jamaica, known as the Waverley Estate, the particulars of which I enclose. As Mr. Graham contemplates leaving for the West Indies on the 15th, I shall feel obliged if you will have the power ready

BEETON'S COMPLETE LETTER-WRITER

for signature on Monday, when we will attend at your office.

I am,

Sir,

Your obedient servant,

(———)

(Name and Address.)

NOTE.—Mr. Graham's full name and occupation should be enclosed, together with the full title of the estate, and such particulars as may serve to render the identification of the estate certain. By a *special* power is meant, that Mr. Graham can only deal with the estate in point. To enable him to deal with all the lady's property, and transact business generally for her, a *general* power is necessary.

No. 100.

Letter respecting Lost Luggage.

(Address———)

(Date in full———)

SIR,

Allow me to inform you that a black leather trunk belonging to me was lost during the journey from Manchester to London, by the Mail train, which arrived at Euston Station about seven p.m., yesterday. The trunk I saw placed in the guard's van at Manchester, and when the train reached London it had disappeared. I gave notice of my loss to the Station Master, and I now beg to extend the notice to head quarters with a view to give you an opportunity of instituting a search for

FOR LADIES.

the missing property, as well as to preserve what rights I may have against the railway company to make good the loss. The trunk contains silk dresses, shawls, &c., worth £——, the amount which I shall claim from the company in the event of the search proving unsuccessful.

I am,

Sir,

Your obedient Servant,

(———)

To the Secretary of the

(State the Name of the Railway Company).

No. 101.

Before leaving Town.

(Address ———)

(Date in full ——— -)

MY DEAR ———

I have this year been denied the pleasure of anticipation—the most delightful of all pleasures in my opinion. John had quite made up his mind that it was impossible to leave business, and I, like a dutiful wife, agreed with him that it was impossible. Fancy, then, my surprise when he walked in last night and coolly told me to pack up and be ready to start for P—— to-morrow. I could almost have cried with vexation, I had planned nothing; weeks had rolled past and not a single castle had I built, and of course the packing and the bustle have not left me a moment to dream of the delights of

P——. I am writing this during one of the lulls of preparation, as I wouldn't for the world leave town without saying good-bye, wearied though I am. We shall stay a month, John says, but really there is no certainty when one's husband is in business, more especially since the introduction of telegraph wires into every civilized nook and corner of the world. I think the telegraphists, or whoever are the responsible people, might have regarded the Highlands as sacred, and allowed visitors to recruit quietly for a few weeks without being liable at any moment to be torn from the sweet heather and plunged twenty-four hours after in the smoke of the metropolis. But I mustn't complain, nor must I write another line, for the din has begun again, and I am wanted.

Good-bye; give my love to everybody at home,
 And believe me,
 Ever yours sincerely,
 (—————)

No. 102.

Letter on Arrival.

(Address —————;)
 (Date in full —————)

MY DEAR ———

We arrived at our destination yesterday and found our old nest empty. I was very thankful, for the people are the dearest old couple in the world. and the cottage, or "hut," as John calls it,

besides being a model of cleanliness, is at the foot of a great mountain clothed in deep thick heather tipped with rich purple bloom. Before I awoke I dreamed we were still in town with the word "impossible" ringing in my ear. Nor could I quite believe we were in the north until I drew up the blind and saw the bloom and the monster hill towering high towards the sky before me. John had been out hours before, bathing and watching the fishermen delivering their cargoes of herrings, caught during the night. How restless men are when they go anywhere. I felt fatigued, and made up my mind to remain indoors for the day, but he had rambled over half the place before breakfast. He has assumed the air of a mountaineer, and actually pooh-poohs everything I say. I wish you were with us and sitting beside me at the parlour window. It looks out on a lazy blue loch several miles wide, at least, it seems so, for the sheep on the hill opposite look exactly like moving white pebbles.

I was myself too lazy to do anything this morning in the way of unpacking. It spoils one's pleasure to be regular in one's habits here, or to plan, or hurry, or perch oneself, as John does, on peaks and old ruins for the sake of the view. I can see him from here smoking on an ancient wall, which was part of a stronghold belonging to a royal Celt, whose name I never can recollect. Now John, I know, is not thinking of the Celt or his bones, or even the wall he is sitting upon. His thoughts are in Fenchurch Street or in the Exchange, or somewhere near Cornhill. Wait until to-morrow when he misses the *Times*. He will then drive me to

BEEETON'S COMPLETE LETTER-WRITER

P—— for the sake of ordering his favourite newspaper, and I shall then have an opportunity of telling you something about that time-honoured burgh.

Now, good-bye,

And believe me,

Ever your

(———)

No. 103.

Letter describing a Visit.

(Address —————)

(Date in full —————)

MY DEAR ——

As I anticipated in my last, John soon became inconsolable for the want of his beloved *Times*. The ruins, the loch, and the lovely scenery around us were no longer attractive. The crave for news was triumphant, and the result was, we drove to P——. I like shopping there, not that I am ever in absolute need of any of my purchases, but the difference between the shopmen there and the same class in London is so marked, that I never lose an opportunity of paying them a visit. They are neither fussy nor absurd in serving their customers, and whether you are a stranger or not, a lady or a gentleman, the bargaining goes on under a running

comment on the herring fishery and the turnip fields in the neighbourhood. And then you see the beauties of the Highlands, some of whom are indeed very pretty girls, but they are strong, I fancy, both in mind and body, and filled with fine old Highland pride without, adds John, in the true spirit of the south, "a sixpence to bless themselves."

I think P—— is the quaintest old place in these islands, the houses, judging from the size of the doorways, seem sinking into the earth through sheer age. There are "barns" supposed to be haunted by witches, particular wells out of which drank some ancient kings; huge stones said to have been pitched by a race of giants in some game of the period in which they lived; and nearly every big house has a legend attached to it. The great man of the place is the Provost, before whom fall, metaphorically, all the natives below the rank of Baillie, when he thinks proper to walk abroad. The ministers, too, are regarded as standing on some lofty pinnacle, frowning on evil doers, and commending the honest butchers and bakers for their sweet bread and wholesome mutton. And there is a great deal of downright honesty in these parts. If the tea is bad and bitter, the grocer is not aware that any better kind exists; but, in the articles produced on the spot, such as butter, cheese, and bread, you may rely upon it they are genuine.

But I was not allowed to remain long in the burgh. John having arranged for his paper, wondered what on earth I could see in the place to wish to stop in it, so we droye home, by a narrow road skirting the loch, which had suddenly awoke from

its slumbers and was covered with myriads of ripples.

Good-bye,

My dear -----

And believe me,

Ever yours sincerely,

(-----)

No. 104.

Returning Home.

(Address -----)

(Date in full -----)

MY DEAR -----

Our holiday having almost come to an end, we leave here on Tuesday. We were just beginning to feel thoroughly at ease, as the month began to draw to a close, and I knew too well there was but a poor chance of our remaining beyond that time. I did venture to say how nice it would be if we could remain a week or two longer. "Impossible, my dear," said John, so snappishly that I said nothing more. I thought men knew not the meaning of "impossible." I feel quite dull at the prospect of leaving. I have made a host of kind friends who have begged upon me to stop all through the season, but duty, you know, calls. John's unusual snappishness convinces me that he also would like to stay, but how could he, when his partner is panting to begin his holiday in Wales.

The last few days have been spent visiting, and really if I had been a blood relation on the eve of

FOR LADIES.

departure for the Antipodes, greater kindness could not have been shown me, and I'm sure I have done nothing to deserve it. But it is natural for these simple Highlanders to be hospitable. They entertain a stranger as a point of duty, and not with the view of any return. Of course, I don't include the hotel-keepers in the category, they are lowlanders, on money-making bent.

Good-bye,

My dear —

And believe me,

Ever yours sincerely,

(———)

No. 105.

On the Way Home.

(Address ———)

(Date in full ———)

MY DEAR .——

We had such a rough passage from P—— that I feel quite unable to travel farther to-day. We shall stay, therefore, here to-night and leave by the mail train for town to-morrow. I don't remember having suffered so much in my life as I did on board the Highland steamer. When we left, the prophets assured us that although the weather was a "bit breezy" the passage would be pleasant enough. What can their notion be of bad weather, I wonder! No sooner had we crossed the bar than the vessel began to pitch and roll, and as the wind rose, the dreadful motion increased so much that I was glad to get below, and allow myself to be

"stowed away" in a corner of the cabin. Of course, I soon became sick and helpless, and poor John was little better. To make matters worse, he, through a mistaken sense of duty, almost smothered me beneath rugs and blankets, while I grew so feeble as to be unable to utter a word in the shape of protest. What became of him, I don't know, and he is unable to recollect himself, not until the steamer got round the Mull, when the sea grew less tempestuous. I saw afterwards his white face bending over me, and he looked so utterly wretched that, sick though I was, I implored him to lie down and take care of himself. Hour after hour of this misery continued, even after we got into smooth water, so thoroughly upset were we during the gale. Even now, the chair on which I am sitting seems to rock to and fro, and now and then I have to stop, and assure myself that I am not really at sea.

Everybody here says that a good dose of sea-sickness is beneficial. It may be, but I think it is possible to be benefited without having to pass through such an ordeal. I hope so, at least, for if ever I require a benefit I shall not look for it at sea. How can people sing "I love the sea," when it makes one so miserable. I think their point of view is Brighton pier. But I must stop and rest, so as to be in "trim" for the journey to-morrow. Give my love to all at home,

And believe me,

My dear —

Ever yours sincerely,

(———)

FOR LADIES.

No. 106.

At Home.

(Address -----)

(Date in full -----)

MY DEAR -----

I feel ashamed of the letter I sent you from G——. You will regard me as a miserable being, for making so much of a few hours' tossing in a Highland steamer. I ought to be a better sailor I know; when I go to sea again I shall try. John has quite recovered his spirits and his looks, and has the audacity to tell me that he was on deck during the gale—a “stiff breeze” he calls it, but I am certain it was a gale, or a hurricane, or something of the kind. Now I heard some one moaning near me in the cabin, and I am certain it was John, but he stoutly denies it.

I think the passage, rough though it was, has done me a great deal of good. I feel better and brisker and stronger than even when at P——. What a delightful place that is. We shall go there again next year, and you must come with us and get thoroughly upset at the Mull. I found the house in very good order on arriving, so that I have not much to do beyond seeing the people who are calling now that they know we are at home. Some of them have been farther away, but, in exchanging experiences, I think there are few who have enjoyed themselves so much as we have done. The Continent is expensive, and

the travelling is fatiguing, so that, taking everything into account, I prefer the Highlands. You must come up to town soon, and hear all I have to say, before my memory fails.

Good-bye my dear —
And believe me,
Ever yours sincerely,
(—————)

BRIEF NOTES IN COMPLIMENTARY FORM.

[Invitations to dinner, &c., are generally written in the complimentary forms, of which specimens are given below. This mode may also be adopted with advantage on many occasions. The *third* person is retained throughout the note.]

No. 107.

Invitation.

Mrs. Wilson presents her compliments to Mrs. Johnson, and requests the honour of her company to dinner on Friday next, at seven o'clock.

Brunswick Square,
November 13, 1873.

FOR LADIES.

No. 108.

Reply—Declining.

Mrs. Johnson presents her compliments to Mrs. Wilson and regrets that her daughter is so seriously indisposed that she is unable to avail herself of Mrs. Wilson's polite invitation.

Regent Terrace,

November 14, 1873.

No. 109.

Expressing Sympathy.

Mrs. Wilson is very sorry to hear of the indisposition of Mrs. Johnson's daughter, and is anxious to know how she is this morning.

Brunswick Square,

November 15.

No. 110.

Reply.

Mrs. Johnson is much obliged by Mrs. Wilson's kind inquiry, and regrets that she cannot report any improvement in her daughter's health this morning.

Regent Terrace,

November 15.

BEETON'S COMPLETE LETTER-WRITER

No. 111.

Invitation.

Mrs. Halliday would be happy if Miss Barclay would take tea with her on Friday evening, at seven o'clock.

11, George Street,
Wednesday.

No. 112.

Reply—Accepting.

Miss Barclay accepts with much pleasure Mrs. Halliday's kind invitation to tea on Friday evening.

9, Monteith Row,
Wednesday evening.

No. 113.

Reply—Declining.

Miss Barclay regrets that a previous engagement prevents her accepting Mrs. Halliday's kind invitation for Friday evening.

9, Monteith Row,
Wednesday evening.

FOR LADIES.

No. 114.

Invitation.

Mr. and Mrs. Warren request the honour of Mr. and Mrs. Brown's company at dinner on Tuesday next at half-past seven o'clock.

9, Mount Road,
Friday, *September 12.*

No. 115.

Reply—Accepting.

Mr. and Mrs. Brown will be happy to have the honour of dining with Mr. and Mrs. Warren on Tuesday next.

5, Queen's Crescent,
Friday evening.

No. 116.

Invitation.

Mr. and Mrs. Smith, with best compliments to Mr. and Mrs. Williams, request the pleasure of their company at dinner on Wednesday next seven o'clock.

119, King's Road,
Thursday, *August 31.*

No. 117.

Reply—Accepting.

Mr. and Mrs. Williams present their compliments to Mr. and Mrs. Smith, and accept with much pleasure their kind invitation for Wednesday next.

Grove Road,

Friday, *September 1.*

No. 118.

Forwarding a small Present.

Mrs. Mortimer, with kind regards to Mrs. Taylor, requests acceptance of a small basket of grapes.

No 119.

Acknowledgment.

Mrs. Taylor begs to acknowledge with warm thanks Mrs. Mortimer's very kind present of a basket of grapes.

Queen's Road.

Tuesday evening.

FOR LADIES.

No. 120.

Invitation.

Mr. and Mrs. Tatton present their kind respects to Mr. Teacher, and beg that he will favour them with his company at a family dinner on Saturday next. Mr. and Mrs. T. wish at the same time to consult Mr. T. respecting Mary and Alice beginning the study of French.

10, Talbrooke Street,
Thursday evening.

No. 121.

Note of Inquiry.

Miss Paton's compliments to Miss Stuart, and hopes she got safe home and is in good health after the fatigue of sitting up late.

Arthur Street,
Tuesday morning.

No. 122.

Reply.

Miss Stuart's compliments to Miss Paton, and she got home perfectly safe, and is extremely well. Miss S. returns her thanks for Miss P.'s obliging inquiries.

Cecil Street,
Tuesday, noon.

No. 123.

*Requesting a Friend to obtain a Situation for the
Writer's Son.*

(Address —————)

(Date in full —————)

DEAR SIR,

Edward, having now finally left school, I am anxious to see him employed in some good house of business where he might learn what would be of advantage to him in after years. I know, however, so very little about business, and so few people connected with it, that any application I might make on his behalf for a situation would, I am afraid, prove fruitless. I venture, therefore, to ask you to aid me in this matter, by bearing Edward in mind, should a vacancy occur in the offices of any of your city friends. He has been very diligent at school, and promises to acquit himself creditably in whatever he undertakes; but, being a partial judge, I perhaps ought to say nothing on that score. He is sixteen, tall for his age, and exceedingly active. He is quite eager to begin life, and has urged me repeatedly to write to you on the subject, forgetting how little time you can have to spare to attend to such requests as mine.

Trusting I have not already encroached upon any of your engagements,

Believe me,

Dear Sir,

Yours sincerely,

(—————)

FOR LADIES.

No. 124.

Enclosing a Remittance to a Son with a Word of Advice.

(Address —————)

(Date in full —————)

MY DEAR EDWARD,

I was excessively sorry to hear that you had allowed yourself to become indebted to anybody before you were in a position to pay what you might owe; for debt, however trifling, is the very worst burden under which one can begin life. I have known many who, like yourself, thought that to owe a little money was of no consequence, find themselves in serious difficulties before they were conscious of their error, and when they were extricated from their troubles, they were only temporarily benefited, as the habits they had contracted impelled them to incur fresh debts to an extent that ultimately led to their ruin. I am not taking you to task, my dear, I am only warning you as a true and loving friend, to avoid everything that might possibly mar your prospects in after life. A very slight deviation from the path of honour in our young days carries us far away from it in the prime of life.

I am pleased and thankful that you candidly confessed that you were in debt, for, although I felt pained, it was sweet to think that you had confided your little cares with me. Always do that, my dear, and you will never wander far astray. I enclose a

BEETON'S COMPLETE LETTER-WRITER

bank note for £——, which will, I hope, free you from all anxiety. Write me a cheerful letter by return of post,

And ever believe me to be
Your affectionate mother,
(—————)

No. 125.

A Lady desiring her Son to visit an old Friend.

(Address —————)
(Date in full —————)

MY DEAR WILLIAM,

As the Grahams have taken a house in town (the address is —————), you will please me by calling upon them in a day or two, and ask them to point out any way in which you can be of service to them. Mrs. Graham is an old and very dear friend of mine, and when she knows who you are, she will be delighted to see you. I have not seen any of the girls since they were children, but I hear they have grown up remarkably fine young ladies. The eldest is said to be charming, a blonde, I am told, and, like her mother, amiable and intelligent. I don't think you can do better than make yourself agreeable to one of the girls, that is if the field is unoccupied. I shall write Mrs. Graham a note to-morrow, telling her you intend calling, so by no means delay doing so beyond

FOR LADIES.

Friday, otherwise you will be thought careless, or perhaps something worse. Give my love to them when you call,

And believe me,

My dear William,

Your affectionate mother,

(———)

No. 126.

Informing a Friend that the Writer's Son will call.

(Address —————)

(Date in full —————)

MY DEAR MRS. GRAHAM,

It is so long since you saw William that I am afraid you will hardly recognise him again when he calls, as I believe he will to-morrow or Friday. He has grown out of the remembrance of many of our friends, and I dare say would grow out of mine, were it not that I insist upon seeing him occasionally. Let me see: it is quite ten years since you saw him, and he was then only a child; now he is — well, you can judge for yourself, let me hope favourably, for an adverse criticism would, of course, reflect upon me.

Your girls, I hear, are charming. I can quite believe it, and I feel now disposed to undertake a journey to town to see them. I certainly shall in the autumn; and my first visit, under William's

care, will be to your house. Give my regards to Mr. Graham, and love to Emily, Kate, and the little ones,

And believe me,

My dear Mrs. Graham,

Ever yours sincerely,

(-----)

127.

Answer to the above.

(Address -----)

(Date in full -----)

MY DEAR MRS. YOUNG,

I thought we were never going to hear from you again, it is so long since a letter from you reached us until yesterday. I charitably excused you, however, as I had in view my own shortcomings, and you know that people who live in glass houses, &c. Well, William called last night and faithfully delivered your kind message, and has promised to dine with us on Monday. I certainly should not have known him had I met him casually. I think you ought to be very proud of him ; he is so manly, and honest-looking. I hope we shall see a great deal of him, indeed, I wish he would regard our house as his town home, and come and go as he liked. You will, of course, be our guest in the autumn : I shall take no denial, but reserve a room

FOR LADIES.

for you, the most accessible in the house, as I know you hate mounting long flights of stairs. With kind love,

I am,
My dear Mrs. Young,
Yours very sincerely,
(—————)

No. 128.

Requesting a Friend to engage Apartments.

(Address —————)
(Date in full —————)

MY DEAR ———

If you have a moment to spare during the week, will you engage for us three rooms in some pleasant cottage near where you are staying, as I know you detest by-lanes and the holes and corners of a small watering-place. Rent moderate, of course. You might engage the rooms for six weeks if they please you, as I have every confidence in your judgment. Write as soon as you decide, and we will arrange for leaving. You will pardon me for troubling you; and

Believe me,
Very sincerely yours
(—————)

FORMS FOR THE ADDRESS, COMMENCE-
MENT, AND CONCLUSION OF LETTERS.

The Royal Family.

Address—To the Queen's (or King's) Most Excellent Majesty.

Commence—Madam (or Sire); Most Gracious Sovereign; May it please your Majesty.

Conclude—I remain (or I have the honour to remain), with the profoundest respect (or veneration), Madam (or Sire), your Majesty's most faithful subject and dutiful servant.

Princes of the Blood Royal.

Address—To His Royal Highness the Prince of Wales (or To Her Royal Highness the Princess of Wales).

Commence—Sir (or Madam); May it please your Royal Highness.

Conclude—I remain, Sir (or Madam), with the greatest respect, your Royal Highness's most dutiful and most obedient servant.

FOR LADIES.

Princes of the Blood.

Address—To His Highness the Prince — (or Her Highness the Princess —).

Commence—Sir (or Madam), May it please your Highness.

Conclude -I have the honour to remain, Sir (or Madam), your Highness's most obedient servant.

[Princes or Princesses of the Blood Royal: the sons and daughters, brothers, sisters, uncles, and aunts of the Sovereign. Princes or Princesses of the Blood: the nephews, nieces, and cousins of the sovereign.]

NOBILITY AND GENTRY.

A Duke or Duchess.

Address—To His Grace the Duke (or Her Grace the Duchess) of Argyll.

Commence—My Lord Duke (or My Lady or Madam).

Conclude—I have the honour to be, My Lord Duke (or My Lady), your Grace's most devoted (or most obedient and humble) servant.

BEETON'S COMPLETE LETTER-WRITER

A Marquis or Marchioness.

Address—To the Most Noble the Marquis (or the Marchioness) of Salisbury.

Commence—My Lord (or My Lady or Madam).

Conclude—I have the honour to be, My Lord Marquis, your Lordship's (or Madam, your your Ladyship's) most obedient and humble servant.

An Earl or Countess.

Address—To the Right Honourable the Earl (or Countess) of Derby.

Commence—My Lord (or My Lady or Madam).

Conclude—I have the honour to be, My Lord, your Lordship's (or My Lady, your Ladyship's) most obedient and humble servant.

A Viscount or Viscountess.

Address—To the Right Honourable Viscount (or Viscountess) Sydney.

Commence—My Lord (or My Lady).

Conclude—I have the honour to be, My Lord, your Lordship's (or My Lady, your Ladyship's) most obedient and humble servant.

FOR LADIES.

A Baron or Baroness.

Address—To the Right Honourable Lord (or Lady)
Selborne.

Commence—My Lord (or My Lady).

Conclude—I have the honour to be, My Lord, your
Lordship's (or My Lady, your Lady-
ship's) most obedient and humble
servant.

[The eldest sons of Dukes are by courtesy
styled Marquises, and the younger sons
Lords. The eldest sons of Earls are by
courtesy styled Lords, and the younger
sons Honourables. The eldest sons of
Barons are by courtesy styled Honour-
ables. Wives of the eldest sons of Dukes
are styled Marchionesses. Wives of the
younger sons of Dukes and Marquises
have by courtesy the titles of Lady and
Right Honourable].

Daughters of Dukes, Marquesses, and Earls.

Address—To the Right Honourable Lady Mary
Cecil.

Commence—My Lady.

Conclude—I have the honour to be, My Lady, your
Ladyship's most obedient and humble
servant.

Younger Sons of Earls, and all Sons and Daughters of Viscounts and Barons.

Address—To the Honourable Edward Stanley (or to
the Honourable Emma Stanley).

BEETON'S COMPLETE LETTER-WRITER

Commence—Sir (or Madam).

Conclude—I have the honour to be, Sir (or Madam),
your most obedient servant.

*Wives of the younger Sons of Earls, and of all Sons of
Viscounts and Barons.*

Address—To the Honourable Mrs. Edward Stanley.

Commence—Madam.

Conclude—I have the honour to be, Madam, your
most obedient servant.

Widows of Noblemen.

[Ladies of this rank are addressed by their
proper titles, having the word Dowager
prefixed thus;—

To the Right Honourable the Dowager Countess
of Haddington.

Baronets and Knights and their Wives.

Address—To Sir Thomas Bazley, Bart. To Lady
Bazley. To Sir John Bennet. To
Lady Bennett.

Commence—Sir (or Madam).

Conclude—I have the honour to be, Sir, your (or
Madam, your Ladyship's) most obe-
dient and humble servant.

FOR LADIES.

Esquires and their Wives.

Address--To John Campbell, Esquire, of Islay ; To
Mrs. Campbell, of Islay.

Commence--Sir (or Madam).

Conclude—I have the honour to be, Sir (or Madam),
your most obedient servant.

THE HOUSES OF PARLIAMENT.

The House of Lords.

Address—To the Right Honourable the Lords
Spiritual and Temporal of the United
Kingdom of Great Britain and Ireland
in Parliament assembled.

Commence—My Lords ; May it please your Lord-
ships, *or* The humble petition of, &c.

Conclude—I have the honour to be, My Lords, your
Lordships' most obedient and humble
servant.

The House of Commons.

Address—To the Honourable the Commons of the
United Kingdom of Great Britain and
Ireland in Parliament assembled.

BEETON'S COMPLETE LETTER-WRITER

Commence—Gentlemen ; May it please your Honourable House, *or* The humble petition of, &c.

Conclude—I have the honour to be, Gentlemen, your most obedient and humble servant.

The Speaker of the House of Commons.

Address—To the Honourable John Evelyn Denison,
Speaker of the House o' Commons.

Commence—Sir, *or* Mr. Speaker.

Conclude—I have the honour to be, Sir, your most obedient servant.

A Member of the House of Commons not ennobled.

Address—To Hugh Birley, Esq., M.P.

Commence—Sir.

Conclude—I have the honour to be, Sir, your most obedient servant.

GOVERNMENT OFFICERS.

Treasury and Admiralty.

Address--To the Lords Commissioners of Her Majesty's Treasury ; To the Lords Commissioners of the Admiralty.

FOR LADIES.

Commence—My Lords.

Conclude—I have the honour to be, my Lords, your
Lordship's most humble servant.

Customs and Excise.

Address—To the Commissioners of Her Majesty's
Customs; To the Commissioners of
Her Majesty's Inland Revenue.

Commence—Gentlemen.

Conclude—I have the honour to be, Gentlemen, your
most obedient servant.

THE CLERGY.

*Archbishops of England, Bishops of the Church of
England.*

Address—To his Grace the Lord Bishop of Canter-
bury. To the Right Reverend the
Lord Bishop of London.

Commence—My Lord Archbishop, My Lord Bishop.

Conclude—I remain with the highest respect, My
Lord Archbishop, your Grace's most
devoted servant. I have the honour
to be, my Lord Bishop, your Lord-
ship's most humble servant.

BEETON'S COMPLETE LETTER-WRITER

Bishops of the Scotch Episcopal Church.

Address—To the Right Reverend the Bishop of
Aberdeen and Orkney.

Commence—Right Reverend Sir.

Conclude—I have the honour to be, Right Reverend
Sir, your most obedient servant.

Deans and Archdeacons.

Address—To the Very Reverend the Dean of Roches-
ter ; To the Venerable the Archdeacon
Grant.

Commence—Mr. Dean, Mr. Archdeacon ; or Reverend
Sir.

Conclude—I have the honour to be, Reverend Sir,
(or Mr. Dean or Mr. Archdeacon) your
most obedient servant.

*Rectors, Vicars, and Curates of the Churches of England
and Ireland, Ministers of the Church of Scotland
and other denominations.*

Address—To the Reverend Thomas Burnet, D.D. ;
To the Reverend Dr. MacLeod ; To
the Reverend John Stuart.

Commence—Reverend Sir.

FOR LADIES.

Conclude—I have the honour to be, Reverend Sir,
your most obedient servant.

[Clergymen having the title of Honourable or Right Honourable are addressed thus—To the Honourable (or Right Honourable) and Reverend James Heywood; Baronets and Knights have their clerical titles placed first; thus—To the Reverend Sir Norman Johnstone.]

THE ARMY AND NAVY.

Army.

Address—To Lieut.-General Viscount Hardinge, K.C.B., Commander-in-chief of Her Majesty's Forces, &c., &c.

Commence—My Lord, or Sir, (or Your Honour) as the case may require.

Conclude—I have the honour to be, &c., as the case may require.

Navy

Address—To Sir Thomas J. Cochrane, K.C.B., Admiral of the Fleet.

Commence—Sir (or Your Honour).

Lord Chancellor and Judges.

Address—To the Right Honourable the Lord High Chancellor of Great Britain; To the Right Honourable the Lord Chief Justice of the Court of Queen's Bench.

BERTON'S COMPLETE LETTER-WRITER, &C.

Commence—My Lord.

Conclude—I have the honour to be, My Lord, Your
Lordship's most obedient servant.

Corporate Bodies.

Address—To the Honourable the Governor, Deputy
Governor, and the Court of Directors
of the Bank of England.

Commence—Gentlemen.

Conclude—I have the honour to be, Gentlemen, your
most obedient servant.

Companies.

Address—To the Masters and Wardens of the Wor-
shipful Company of Stationers.

Commence—Your Worships.

Conclude—I have the honour to be your worships'
most obedient servant.

Municipal Authorities.

Address—To the Right Honourable the Lord Mayor
of London ; To the Honourable John
Galbraith, Lord Provost, of Glasgow.

Commence—Your Worship.

Conclude—I have the honour to be your Worship's
most obedient servant.

BEETON'S
COMPLETE LETTER-WRITER
FOR
GENTLEMEN.



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GENTLEMEN'S CORRESPONDENCE.

No. 1.

From a Father to his Son at School.

(Address —————)

(Date in full —————)

MY DEAR —,

While satisfied that you will cause us no disappointment as regards your conduct and studies at school, I think that perhaps a line from me now will serve to impress upon you still more distinctly the necessity of being prudent and diligent. You are still very young, and know nothing of the temptations which come across the way of youth, nor of the evils which arise in after life, from habits contracted at school, under the influence of unprincipled associates. I am desirous that you should choose for your companions clever boys, from whom you may learn how to combine

accuracy and expedition in performing your tasks; but I would rather that your associates were dull, and unable to be of any service to you, than that they should be clever and evil-disposed. Avoid everything that your conscience and your Bible tell you is wrong, even in the most trifling matters, as it is of the utmost importance for you to begin life with no bias in favour of the airy pleasures of the world. Read your Bible earnestly morning and night; regard it as your best friend, and when you are in doubt or difficulty, always turn to it for counsel. Next to the duty you owe to God is that which you owe to your parents, and you cannot perform that duty better than by diligently studying your books and bearing your father and mother always in mind. By remembering how grieved they would be were your teachers to report unfavourably of your progress, you will be less liable to fall into indolent habits, or that which is equally pernicious, namely, the reading of books of fiction of a low class. It would be a good plan to avoid fiction altogether until you are older, and read history both for instruction and amusement. You cannot read too much history and biography, only let your reading be attentive and methodical. Do not turn over a leaf until you have thoroughly mastered the page, otherwise you will never be able to turn what you have read to a useful account. And now my dear —, I think I have said all that is needful at present. What I have omitted your own good sense ought to supply, and will supply if you will only consult

FOR GENTLEMEN.

it. Write home often and unreservedly. Always regard us as your best friends, and hide nothing from us.

With kindest love from your mother,

Believe me,

Ever your affectionate father,

(———)

No. 2.

From a Son at School to his Father.

(Address ————)

(Date in full ————)

DEAR FATHER,

Your kind letter afforded me a great deal of pleasure, and after I had read it over several times, I resolved to do all in my power to profit by your advice. My companions, as far as I am able to judge at present, are well-disposed lads. Several are a little wild and find a difficulty in settling down to their books, but they mean well, and display no tendency towards vicious habits. But we are nearly all strangers so far, and until we grow more familiar it will be impossible for me to describe them accurately. The head master and his assistants are all very kind and attentive, and where a disposition is shown to learn, they are never backward in affording all the assistance they can give. Indeed, my dear father, I can say

accuracy and expedition in performing your tasks; but I would rather that your associates were dull, and unable to be of any service to you, than that they should be clever and evil-disposed. Avoid everything that your conscience and your Bible tell you is wrong, even in the most trifling matters, as it is of the utmost importance for you to begin life with no bias in favour of the airy pleasures of the world. Read your Bible earnestly morning and night; regard it as your best friend, and when you are in doubt or difficulty, always turn to it for counsel. Next to the duty you owe to God is that which you owe to your parents, and you cannot perform that duty better than by diligently studying your books and bearing your father and mother always in mind. By remembering how grieved they would be were your teachers to report unfavourably of your progress, you will be less liable to fall into indolent habits, or that which is equally pernicious, namely, the reading of books of fiction of a low class. It would be a good plan to avoid fiction altogether until you are older, and read history both for instruction and amusement. You cannot read too much history and biography, only let your reading be attentive and methodical. Do not turn over a leaf until you have thoroughly mastered the page, otherwise you will never be able to turn what you have read to a useful account. And now my dear —, I think I have said all that is needful at present. What I have omitted your own good sense ought to supply, and will supply if you will only consult

FOR GENTLEMEN.

it. Write home often and unreservedly. Always regard us as your best friends, and hide nothing from us.

With kindest love from your mother,

Believe me,

Ever your affectionate father,

(—————)

No. 2.

From a Son at School to his Father.

(Address —————)

(Date in full —————)

DEAR FATHER,

Your kind letter afforded me a great deal of pleasure, and after I had read it over several times, I resolved to do all in my power to profit by your advice. My companions, as far as I am able to judge at present, are well-disposed lads. Several are a little wild and find a difficulty in settling down to their books, but they mean well, and display no tendency towards vicious habits. But we are nearly all strangers so far, and until we grow more familiar it will be impossible for me to describe them accurately. The head master and his assistants are all very kind and attentive, and where a disposition is shown to learn, they are never backward in affording all the assistance they can give. Indeed, my dear father, I can say

nothing but good of the school, and I sincerely hope that I will succeed in meriting the attention bestowed upon me. Our library is not very large, but I think it a very good one. There is very little fiction, in fact, only the novels of Scott, Dickens, Thackeray, and George Eliot. I shall always bear in mind what you say about history and biography, and devote my leisure to the task of learning as much as I can of the history of my own and foreign countries. Although comfortable here and among associates of my own age and tastes, I find it difficult to suppress at times a strong desire to be at home again. This feeling will no doubt grow less acute as the interest in my exercises deepens, but at present, I feel it impossible to conceal it. I shall make a point of writing often, and regularly, as the only return I can make at present for your goodness and my mother's love. With love to her and yourself,

Believe me,

Always your affectionate son,

(———)

No. 3.

From a Son at School to his Father complaining.

(Address —————)

(Date in full —————)

MY DEAR FATHER,

I feel very sorry to say that since I have been here I have been treated with very great injus-

FOR GENTLEMEN.

tice, both as regards instruction and punishment. Owing to some extraordinary dislike entertained for me by the head master, his assistants have never lost an opportunity of speaking unfavourably of my exercises without affording me any assistance whatever in directing my studies. I feel bound therefore, to write to you on the subject that you may require the principal to act up to the representations made to you when I was left here. And besides he may, taking for granted the statements of his subordinates, inform you that I am not a diligent scholar, and perhaps lead you to think that I have disregarded your advice while writing home that I have been endeavouring to follow it. I know, of course, that my dear father would not willingly believe ill of me. But when matters come to be backed up by the authority of my elders, who are supposed to deal impartially with all their pupils, the simple word of a lad will not go very far. On that account I am writing this, as you may possibly think it advisable to make inquiries through other channels, before calling the attention of the principal to my complaint.

Trusting you will not think that I have written this without sufficient cause, and with love to my mother and yourself,

Believe me,

My dear father,

Your affectionate son,

(—————)

No. 4.

*From a Gentleman to the Principal of a School
respecting his Son.*

(Address —————)

(Date in full ————)

DEAR SIR,

I am loth to think that you have personally, or through your assistants, been unjust to my son; yet, according to one of his letters, I find that his instruction has been neglected in your establishment, and, moreover, he has it appears been punished, and reported to be indolent, when he deserved neither the one nor the other. I know John to be truthful and but little disposed to complain, otherwise I would not be inclined to place much faith on a boyish statement, but as it is, I must ask you to investigate the matter, and deal with the offender or offenders, in a strictly impartial manner. If my son has complained without cause you are at liberty to punish him severely, but if you discover that he has spoken the truth, and that your assistants are to blame, then I shall expect you to take such measures as will prevent a repetition of such conduct. You will, I am sure, understand that I address you on the subject with considerable diffidence and, I may add, sorrow, that the necessity of doing so existed. But I am in hopes that by calling your attention to the circumstances of the case I am doing what will best meet your interests, as the

FOR GENTLEMEN.

principal of a well-known academy. Were I not anxious to have justice done on all sides, I would take my boy away at once and place him elsewhere.

Trusting to hear from you on the subject,

I am, dear Sir,

Your faithful servant,

(—————)

To (Name and Address.)

No. 5.

From a Father to his Son at School respecting a Complaint.

(Address .

(Date in full —————)

MY DEAR ———,

I was grieved to hear that you consider yourself unjustly treated in Mr. ———'s school. I had thought that his assistants were the last people in the world to behave unjustly, and were it not that you have always to my knowledge spoken the truth, I would have felt disposed to think your fears and feelings were not excited through any just cause. I have written to Mr. ——— on the subject, and pending his reply, I shall take no further steps. When you get this, if you have not done so before, you must state to the principal the instances of injustice you refer to in your letter to me, and also instances of neglect on the part of your masters, and

while you are addressing him take care to exaggerate nothing, and confine yourself to the simple facts of the case. Show no disrespect even to those who have not treated you kindly, as disrespect only reflects discredit on the person who displays it. We shall be all anxious to hear the result of the investigation, which, let me hope, will not be unfavourable to you.

With your mother's love and my own,

Believe me,

My dear ——,

Ever your affectionate father.

(———)

No. 6.

From a Father to his Son at School respecting his Conduct.

(Address ————)

(Date in full ————)

MY DEAR ——,

You cannot imagine the pain I experienced on hearing from Mr. —— that your conduct at school was such as to call for grave censure. I had expected that you would not have disappointed us in the way you have done, more especially after the repeated warnings given to you before leaving home by your mother and I. You surely forget us when

FOR GENTLEMEN.

you behave badly, although we never forget you. Mr. ——— tells me that you have not only been guilty of neglecting your studies, but you have also treated his assistants with great disrespect. He says, also, that you cannot continue to be a pupil of his unless you become an obedient and industrious scholar, as your example may be followed by the younger pupils, and his school suffer materially in consequence. You may be sure, moreover, that if you persist in your present course that I shall be exceedingly displeased, and will take means to punish you, however much I may dislike doing so. Before I heard from Mr. ——— I had decided to give you a watch, and your mother thought of making you another useful present, but we shall buy nothing for you until we hear that you have changed for the better. I have written to Mr. ——— asking him to take you severely to task, and if he fails to make an impression upon you, I shall place you where you will meet with a severe master. Now, my dear ——— I trust that you will see and feel the folly of your conduct, and never again require to be spoken to harshly. We shall all rejoice to hear of an improvement having taken place, and will forgive what you have done amiss. You must write and tell me that you have resolved to be a better boy in the future, and I shall ask Mr. ——— to allow you to remain with him.

Believe me,

My dear ———,

Your affectionate father,

(—————)

No. 7.

*From a Son at School to his Father promising
Amendment.*

(Address -

(Date in full —————)

MY DEAR FATHER,

I am very sorry at having displeased you, and I promise to strive and become better in the future. I have asked Mr. ——'s pardon, and begged him to look over my misconduct, and he has done so, believing that I wish sincerely to become a respectful and diligent scholar. I have been very foolish in neglecting my exercises, but I can assure you, sir, I never deliberately intended to do wrong, and when alone I have blamed myself over and over again. I hope that you too will take me into your favour again when you hear that I am endeavouring to make amends for the past, as it would be a constant source of pain to me were I to think you were still angry. I confess that your advice and that of my dear mother's have not been closely followed, but I shall remember both in the future, and always appeal to you when I stand in need of counsel.

Forgive me, my dear father,

And ever believe

Your affectionate son,

(—————)

FOR GENTLEMEN.

No. 8.

From a Son at School asking his Father's leave to pay a Visit

(Address —————)

(Date in full ———— .)

MY DEAR FATHER,

Robert Young, one of my school-fellows, has obtained leave to ask me to spend a week or two at his father's during the forthcoming holidays. Mr. Young is a farmer, near ———, and his son is a very clever, amiable boy, about my own age. If agreeable to you, I should like very much to go, even for only a few days. Robert tells me that the beautiful fresh country air of his father's farm, and the delightful scenery in the neighbourhood would do me good, and please me greatly. I am in hopes that you will give me permission to go with him, and when I go home afterwards I will try and describe to you all the beauties of the place.

I remain,

My dear father,

Your affectionate son,

(—————)

No. 9.

Answer affirmatively.

(Address —————)

(Date in full —————)

MY DEAR ———,

You have my permission to accompany Robert Young to his father's, and, to defray your

expenses to — and in returning, I inclose you a post-office order for —, which Mr. — will get cashed for you. When you arrive at Mr. Young's you must thank him for me, and say that I shall be pleased if he will allow Robert to spend a little time with us here. I don't know Mr. Young personally, but I believe him to be a very worthy man, and if his son follows in his footsteps, his friendship will be worth having. Although I don't wish that you should hurry away from the farm, I shall be the better pleased if you will come home soon.

With love from your mother, and sister, and myself,

Believe me,

My dear —,

Ever your affectionate father,

(—————)

No. 10.

Answer negatively.

(Address —————)

(Date in full —————)

MY DEAR —,

As I am not acquainted with Mr. Young, it will be better for you to defer accompanying his son home for the present, and come from school direct here. Ask Robert to thank his parents for their kindness, and express yourself as grateful to him for his thoughtfulness. I hope you won't feel very much disappointed by my refusal, as you know

FOR GENTLEMEN.

I by no means approve of visits being paid by any one of my family to strangers. I, besides, wish to have you with us during the whole of the holidays. I have had a very favourable account of your progress, from Dr. — He tells me you have been studying very hard, and deserve a rest. You shall have one at the seaside, the air of which I believe will do you more good than of an inland district.

Write and tell me the day when the holidays begin.

And believe me,

My dear —,

Your affectionate father,

(—————)

No. 11.

Letter of Thanks for being permitted to pay a Visit.

(Address —————)

(Date in full —————)

MY DEAR FATHER,

I am very grateful for your kindness in permitting me to accompany Robert Young to his relatives during the holidays. He is very much pleased that you have consented, and tells me that we will enjoy ourselves famously while I stay. But while enjoying myself I shall be always thinking of my own dear home and its inmates, and nothing will induce me to remain away from it longer than one week. I will be sure to thank Mr. Young, as you desire, and ask him to allow Robert to spend a

few days with me when I leave the farm. If he consents I shall be delighted, for we are growing daily more attached to each other. You will, I think, like him very much, at least I hope so, because it would pain me excessively were you to be disappointed in him.

With love to my dear mother and yourself,

I remain,

Ever your affectionate son,

(—————)

No. 12.

Letter respecting a Visit.

(Address —————)

(Date in full —————)

MY DEAR FATHER,

Since I wrote saying that Robert and I arrived safely at the farm, I have been made very comfortable and happy. Mr. Young and the ladies of the house are so kind, that I feel as if they were very dear friends instead of being almost strangers. They tell me I must visit them as often as possible, and while with them make myself stronger by putting my books aside, and entering thoroughly into the enjoyment of country life. I am sure I ought to be very thankful for all their attention, more especially as this is their busiest season, and seeing what an unimportant little fellow I am.

I like this kind of life very much, and if ever I become rich, I will buy a farm and turn farmer. I

FOR GENTLEMEN.

wish you and mother were here, I would then be quite happy. You would both enjoy the sweet air of the fields and the green slopes at the back of the house. Robert and I rise very early and take a long walk before breakfast, coming back so hungry, that, for my own part, I feel delighted when we are sent for to come to table. Mr. Young has many beautiful animals on the farm; the horses and dogs are my favourites, and I am never tired of being among them, they are so companionable. But there is so much to see in other directions, that I can spare my favourites very little of my time.

Mr. Young has consented to allow Robert to accompany me home on Saturday, and remain with us for a few days. He will drive us over to the station himself, and see us off in safety, so that you need not be at all anxious. Now, good-bye, my dear father, and with love to mother and yourself,

Believe me,
Ever your affectionate son,
(—————)

No. 13.

From a Father to his Son respecting a Profession.

(Address —————)
(Date in full —————)

MY DEAR ———,

As you are now old enough to leave school and embrace some calling, or profession, I think it would be well to consider for the next month or so the

direction in which you could be employed with the greatest advantage to yourself. I do not ask you to tell me whether you would like to adopt this or that profession merely because your inclinations run in a certain groove, but to discover, if possible, how you can best make yourself useful in the future. Many men fail in life through a propensity to follow whatever track seems pleasantest without considering first how far their talents and inclinations will carry them. This is the mistake I am anxious you should avoid, and you can only do that by weighing carefully over in your mind everything that suggests itself in connection with the present subject, before you and I compare notes. Having always been engaged in business myself, I am, of course, more partial to its pursuits than to those of a profession; but, knowing as I do that many lads are better fitted to attain success in other walks, I shall not insist upon your entering upon mine. Still I cannot conceal from you that it would please me greatly to find that you were following in my footsteps. The prizes in commerce are greater in point of money than they can possibly be in any profession, and they are within the reach of the poorest assistant, provided he be industrious, observant, and conscientious. At the Bar but few men attain to eminence, perhaps double as many, after thirty or forty years of waiting, succeed in getting constant employment; but the great bulk of our barristers who have no private means, have either to connect themselves with other pursuits, or live a most unenviable life. The medical profession is also overcrowded, and the same may be said of the Church; while the

FOR GENTLEMEN.

army is one which I cannot bring myself to consider. In both civil and marine engineering there are, however, excellent opportunities for a young man to distinguish himself; and in other directions men may do well if they choose to put their shoulder to the wheel.

Now, my dear ——, just think over what I have said, and write in a month's time telling me if you have formed any views, and what they are. Do not be afraid of saying exactly what you think, as I prefer always to hear a candid statement, even if it causes pain, than listen to anything of an equivocal character.

Good-bye, my dear boy,

And believe me,
Ever your affectionate father,
(—————)

No. 14.

Answer to the above.

(Address—————)
(Date in full —————)

MY DEAR FATHER,

When I received your kind letter I thought of writing by return to say that nothing would please me more than to enter business, and have thus an opportunity of, perhaps, one day becoming one of your assistants. But, bearing in mind your injunction to think the subject over for a month, I could not reply then without showing a feeling of disrespect, which I hope, my dear father, I shall never

entertain for even the least of my friends. The month has now, however, expired, and I am at liberty to answer your letter, and to express my gratitude for the confidence you repose in me in consulting my wishes at all as regards the immediate future.

Having endeavoured to do justice to your letter, I can come to no other conclusion than that I would like to qualify myself to be a merchant, if you think it is desirable that I should do so. I have made considerable progress in accounts as taught in the schools, and while reading geographical works I have paid particular attention to the description given of the commodities of the different countries with which English merchants have dealings. I hope I may not disappoint you if you decide upon placing me in either your own office or in that of one of your friends. I am resolved to do all in my power to make myself useful wherever I am placed, and with that view I would employ a portion of my leisure in acquiring a knowledge of matters little known to me now.

It pleases me very much, my dear father, to think that you have been wishful that I should follow the track which you have so successfully pursued: I know of no profession I would embrace sooner than the avocation of a man of business, in which I may, perhaps, be also successful by looking to you for advice and assistance.

I remain,

My dear father,

Ever your affectionate son,

FOR GENTLEMEN.

No. 15.

Requesting a Merchant to take a Youth into his Office.

(Address ———)

(Date in full ———)

MY DEAR WRIGHT (OR MR. WRIGHT, OR IF MERELY AN
acquaintance, DEAR SIR),

I wish to place my son William in an office where he will get a thorough knowledge of business as it is transacted by methodical people, and, as I know of none better than yours, I am writing this to ask you to find him something to do. He is nearly sixteen, a strong, healthy lad, energetic, and by no means ill-disposed. He has left school reputedly clever and industrious, and, I imagine, only wants a little training to be made useful. If you can see your way to admit him as one of your juniors I will regard myself as your debtor, and I have every confidence that the boy himself will recognise the obligation by studying how to please his superiors. Perhaps you will let me know if you can make an opening for him.

I am,

Yours faithfully,

(———)

No. 16.

Requesting a Professional Man to admit a Youth as a Pupil.

(Address —————)

(Date in full —————)

DEAR SIR,

If you have still a vacancy for a pupil, I would be glad to place my son Edward under your care, as he is desirous of learning civil engineering, and I am convinced that in no other direction is he likely to make himself so useful. He is now almost seventeen, and is both tall and strong for his age. He has been educated at ———, and, according to the principal's report, he possesses the qualifications necessary to fit him for a profession such as yours. As I am anxious to see him attached to an office staff as soon as possible, perhaps you will favour me with a line in reply to this, and naming the terms of admission as a pupil, should you be willing to receive him.

I am,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 17.

Requesting Ship owners to take a Youth as an Apprentice.

(Address —————)

(Date in full —————)

GENTLEMEN,

My object in addressing you is to inquire whether there is at present a vacancy for an apprentice on board of any of your ships, as my eldest son, a boy nearly fifteen, is bent on going to sea. He is strong, healthy, and active, and, if afforded opportunities of learning seamanship, he would, I think prove a reliable sailor by the time the term of his apprenticeship had expired. I am anxious that he should sail in one of your vessels, as I have every confidence that he would be encouraged to make himself useful. Should you favour me with an affirmative answer to this, I shall esteem myself indebted and embrace an early opportunity of waiting upon you with my son, with a view to entering upon and settling the necessary arrangements.

I am,

Gentlemen,

Your obedient servant,

(—————)

(Messrs. Black & Co.,
Winchester Street,
London.)

BEETON'S COMPLETE LETTER-WRITER

No. 18.

*Requesting Ship-owners to forward a Letter to an
Apprentice or Seaman.*

(Address —————)

(Date in full —————)

GENTLEMEN,

Having no means of ascertaining the whereabouts of the (state name of the ship), on board of which my son (or brother, as the case may be) is an apprentice (or other capacity), will you oblige me by including the enclosed letter in your next mail to the vessel's agents abroad, and whatever additional expense is thereby incurred I shall at once defray.

I am,

Gentlemen,

Your obedient servant,

(—————)

(Messrs. Black & Co.,
Winchester Street,
London.)

No 19.

From a Father complaining of his Son's Negligence.

(Address —————)

(Date in full —————)

MY DEAR —,

You cannot imagine how concerned I am at the carelessness and indifferent management which you have lately displayed. Remissness is

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inexcusable in all men, but in none so much as in a man of business. You ought to know that the soul of business is composed of industry, diligence, and punctuality. Let me beg of you to shake off the idle habits you have contracted. Quit unprofitable associations and unreasonable recreations, and, by applying yourself diligently, you may yet be able to retrieve your position. Examine your accounts, and see what proportion your gains bear to your expenses, and so contract the latter as to admit of a margin which, if properly invested, should in a few years place you out of the reach of danger. Consider that, when once a man suffers himself to go backward in the world, it must be an uncommon spirit of industry that retrieves him and puts him forward again. Think seriously of your affairs, and in time resolve on such a course as may bring credit to yourself and add to the comfort of your family.

I am,

My dear——,

Your affectionate father,

(—————)

No. 20.

Answers to the above.

(Address —————)

(Date in full —————)

MY DEAR FATHER,

I return you my sincere thanks for your seasonable reproof and advice. I have, indeed, too

much indulged myself in an idle, careless habit, and had already begun to feel the evil consequences of it, when I received your letter, in the insults of a creditor or two from whom I expected far different treatment. But, indeed, they wanted only their own; so I could blame no one but myself. Your letter came so seasonably upon this that I hope it will not want the desired effect; and as, I thank God, it is not yet too late, I am resolved to take another course with myself and my affairs that I may avoid the ill consequences you so judiciously forewarn me of, and give to my family and friends the pleasure they so well deserve at my hand, and particularly that satisfaction to so good a father.

I am,

My dear —,

Your affectionate son,

(—————)

No. 21.

A Son's Letter to his Father relative to changing his Situation.

(Address —————)

(Date in full —————)

MY DEAR FATHER,

I am sure you will be pleased to hear that I have been asked to join the warehouse staff of Messrs. Wallace and Co., the well-known silk importers of London, at a salary considerably in

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advance of that which I have been receiving from my present employers. Messrs. Wallace offered me an engagement for three years at a salary of £150 for the first year, £175 for the second, and £200 for the third, and, after due deliberation, I have accepted these terms. The duties of my new appointment are of a more responsible nature than those I have hitherto fulfilled ; but I feel confident in being able to discharge them efficiently after I have made myself acquainted with Messrs. Wallace's system of management. But, notwithstanding my improved prospects, I feel sorry at leaving Mr. Urquhart, who has added to his many kindnesses by addressing a letter to my new employers, handsomely recognising my services to himself. As regards this, however, and other details I will write more fully early next week. With kindest love to mother and sister,

Believe me,

My dear father,

Your affectionate son,

(—————)

No. 22.

Soliciting the Loan of Money from a Friend.

(Address —————)

(Date in full —————)

MY DEAR GRAHAM (or MR. GRAHAM),

I believe that ever since you first knew me you will be ready to acknowledge that no person was ever more backward in asking favours than myself.

But an unexpected affliction in my family obliges me to solicit your assistance to the extent of £20 for about six months' time, at the expiry of which I pledge myself to faithfully discharge the obligation. If, however, I am asking you to inconvenience yourself, let no necessities of mine influence you, for it would pain me greatly were I to think you were a sufferer through obliging me. Before I could prevail upon myself to write this, I have endeavoured to obtain the money from people I myself have on several occasions obliged, but I regret to say without success. Some of the parties were themselves pinched for cash, and others who were better off excused themselves on different grounds. I am thus forced to make known my position to you, and solicit the favour I have already mentioned.

Regretting that this step should be at all necessary,

Believe me,

My dear Graham (or Mr. Graham),

Yours faithfully,

(—————)

No. 23.

Answer affirmatively.

(Address—————)

(Date in full—————)

MY DEAR MARSHALL (OR MR. MARSHALL)

" I could not hesitate one moment in answering your letter, and sending you a cheque for the

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sum you require. As to repayment, I shall not look for it until you have got over your troubles, and have a few pounds to spare. I am sorry you did not apply to me in the first instance, and have saved yourself from the vexation which you must have experienced lately. Rest assured that I thoroughly sympathise with you,

And ever believe me to be,

Your sincere well wisher,

(———)

No. 24.

Refusal to lend Money.

(Address———)

(Date in full ————)

MY DEAR SIR (or DEAR SIR),

I am exceedingly sorry that your request comes to me at a time when I am so pressed by my own affairs, that I cannot with any convenience comply with it. On any future opportunity, when I may have money to spare, I shall be ready to oblige you.

I am,

Yours faithfully,

(———)

(Name and Address.)

No. 25.

Compliance to lend Money.

(Address—————)

(Date in full—————)

DEAR SIR,

I consider myself much obliged that you have applied to me for what you require, and enclose in this a cheque for £15, which I hope you will find of use.

I am,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

No. 26.

To a Person who wants to borrow Money without any claim but assurance.

(Address—————)

(Date in full—————)

SIR,

While I was out of town I find you did me the honour of inquiring two or three times for me; and among my letters I found one from you desiring the loan of £10.' You must certainly have mistaken me or yourself very much to think we

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were enough known to each other for such a transaction. Should I answer the demand of every new acquaintance, I should soon want power to oblige my old friends, and even to serve myself. Surely a gentleman of your merit cannot be so little beloved as to be forced to seek new acquaintances, and to have no better friend than one of yesterday. Be this as it may, it does not at all suit my convenience to comply with your request, and therefore I must beg you to excuse

Yours obediently,

(—————)

(Name and Address.)

No. 27.

Giving an Order for Goods.

(Address—————)

(Date in full—————)

GENTLEMEN (OR DEAR SIRs),

I will thank you to purchase for my account 200 bales fair Oomrawuttee cotton, at the market price, on receipt of this, unless otherwise advised by wire, and ship the same by a vessel classed A 1 at Lloyd's, effecting insurance thereon as heretofore. For the amount of the invoice I authorise you to draw upon me at six months' sight, and either attach the documents of the shipment to the draft or draw against credits, as you find it most

convenient. You will advise me in due course of the purchase, which in selection will, I am sure, be dealt with carefully.

I am,
Gentlemen (or Dear Sirs),
Yours faithfully,
(—————)

[The documents of the shipment are the bills of lading, insurance policy, and, if the draft is sold to a bank, a letter of hypothecation. Credits are instruments granted by bankers authorising merchants to draw upon them for a certain sum of money : it being understood that the drafts will be used only in *bonâ-fide* operations.]

No. 28.

Executing the Order.

(Address —————)
(Date in full —————)

SIR (OR DEAR SIR),

We have to acknowledge the receipt of your esteemed favour of the 19th ult., instructing us to purchase for your account 200 bales fair Oomrawuttee cotton, and we have now the pleasure to advise having executed the commission at — per candy, which is equivalent to — per lb., free on board. The quality of the staple selected is very good, and we have taken every precaution to secure you against disappointment when the shipment reaches your port. We have engaged freight in the “Dhuleep Singh,” now loading with all despatch, and we anticipate advising you by next mail of her

FOR GENTLEMEN.

departure, and forwarding to you the accounts of the shipment.

The tendency of prices in our market is upward, and should advices from your port continue favourable we are confident a considerable advance will take place.

We are,
Sir (or Dear Sir),
Yours faithfully,
(—————)

(Name and Address in full.)

[It is usual to advise a purchase by wire, in which case a copy of the telegram should be enclosed.]

No. 29.

Transmitting Accounts of a Shipment.

(Address —————)
(Date in full —————)

SIR (OR DEAR SIR),

Concerning our respects of the 30th ult., we beg to advise having shipped for your account 200 bales cotton, per "Dhulcep Singh," for Liverpool, the invoice of which, amounting to £4300, we enclose. Against the shipment we have drawn for a like sum at six months' sight, in favour of the Royal Bank of India, attaching the shipping documents to the draft, which please protect on presentation.

We are,
Sir, (or Dear Sir),
Yours faithfully,
(—————)

(Name and Address in full.)

No. 30.

Requesting information respecting a Market.

(Address —————)

(Date in full —————)

GENTLEMEN,

Having no means of obtaining accurate information respecting the market of Port-au-Prince, and being willing to offer your friends there our correspondence if there is a reasonable prospect of shipping advantageously, we shall esteem it a favour to be advised on the subject. We are led to make the inquiry in consequence of the demand which exists for our productions in other markets in the West Indies, and the sales we are constantly making, for St. Domingo more especially. We would not, however, confine our transactions to our own goods, but would be willing to operate in any commodity likely to realize a fair profit.

We trust we may hear from you, reporting favourably on receipt of your next advices,

And we remain,

Gentlemen,

Your faithful servants,

(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 31.

Reporting favourably.

(Address —

(Date in full — — — — —)

GENTLEMEN (OR DEAR SIRs),

We have to thank you for your favour of the 3rd inst., and in reply we beg to hand you an extract from our friend's advices, from which you will gather that, on the departure of the last mail from Port-au-Prince, the market there was in a very encouraging condition. The out-turn of the hill produce had been much greater than the planters expected, and when this became known an important upward movement took place in European commodities, which has since been firmly maintained. Stocks are low, and shipments inwards are by no means numerous. We are, therefore, in a position to afford you encouraging assurances, should you offer our friends your correspondence.

We are,

Gentlemen (or Dear Sirs),

Your faithful servants,

(—————)

(Name and Address.)

No. 32.

Reporting unfavourably.

(Address —————)

(Date in full —————)

GENTLEMEN (or DEAR SIRs),

In reply to your favour of the 3rd inst., we regret to report that the market of Port-au-Prince is in an exceedingly depressed condition, in consequence of the failure of the hill crops, and disturbances among the natives. We are well aware of the value of your correspondence, and perhaps at some future time, when the market has improved, you will allow us to embrace your offer on the part of our friends. In the meanwhile we beg your acceptance of our thanks for your proposal.

We are,

Gentlemen (or Dear Sirs),

Your faithful servants,

(—————)

(Name and Address.)

No. 33.

Consigning Goods for Sale.

(Address —————)

(Date in full —————)

GENTLEMEN (or DEAR SIRs),

Your correspondents, Messrs. Robert Walker and Co., having favoured us with a copy of their recent advices from Port-au-Prince, in which you state that market prospects there are very encouraging, we propose consigning to your care for

FOR GENTLEMEN.

sale, on our account, a shipment of Chintz, to the extent of about 1500 pieces, and 10 cases of fancy-goods, as a trial operation, which we hope you will be enabled to give a good account of.

We are,
Gentlemen (or Dear Sirs),
Yours faithfully,
(—————)

(Name and Address.)

No. 34.

Advising the Dispatch of Goods to Shipping Agents.

(Address —————)
(Date in full —————)

GENTLEMEN,


We have this day forwarded to your care, per Carver & Co., 25 packages for shipment, per "Rustam" to Port-au-Prince, consigned to Messrs. Noble, Walker & Co., of that port. Bills of lading, and statement of shipping charges, please transmit to us as early as possible.

At foot are particulars of the shipment.

We are,
Gentlemen,
Your obedient servants,
(—————)

(Name and Address.)

Particulars of Shipment.

	1/15.	15 cases,	1500	pieces chintz	...	value	£800
	16/25.	10 "	800	"	fancy-shirtings	"	400

No. 38.

Shipping Agents handling Bills of Lading

(Address -
(Date in full -----)

GENTLEMEN,

In conformity with your instructions, we have shipped on your account 25 packages per "Rustam," from Liverpool to Port-au-Prince, the bills of lading for which are enclosed. We also beg to hand you a statement of shipping charges passed to your debit in account, amounting to £23 7s. 6d.

We are,

Sir,

Your obedient servants,

(-----)

(Name and Address)

No. 36.

Ordering Insurance to be effected.

(Address -----)
(Date in full -----)

SIR,

Please effect insurance against all risks for £1500. on 25 packages shipped per "Rustam," from

FOR GENTLEMEN.

Liverpool to Port-au-Prince, consigned to Messrs.
Noble, Walker & Co., on our account.

At foot are particulars of the shipment.

We are,

Sir,

Your obedient servants,

(———)

(Name and Address.)

(State particulars.)

No. 37.

Effecting Insurance.

(Address———)

(Date in full———)

GENTLEMEN,

Agreeably to your wishes, I have effected insurance against all risks for £1500, at —, on your account, on 25 packages per "Rustam," from Liverpool to Port-au-Prince. The policy will be forwarded to you in due course.

I am,

Gentlemen,

Your obedient servant,

(———)

(Name and Address.)

No. 38.

Enclosing Draft drawn against Consignment.

(Address —————)

(Date in full —————)

DEAR SIRs,

We beg to hand you Bills of Lading for 25 packages cottons, per "Rustam," consigned to your correspondents, Messrs. Noble, Walker & Co., Port-au-Prince, for sale on our account, and also an invoice for the shipment, amounting to £1473 15s. As arranged with your prior, we have drawn at three months' date for £1105 6s. 3d., as an advance of three-fourths of the invoice, and now enclose the draft for acceptance, which kindly return to us in due course.

We are,

Dear Sirs,

Yours faithfully,

(—————)

(Messrs. Robert Walker & Co.,

Fenchurch Street,

London.)

No. 39.

Enclosing Acceptance.

(Address —————)

(Date in full —————)

DEAR SIRs,

We have to acknowledge receipt of your favour of yesterday's date, handing us shipping

FOR GENTLEMEN.

documents per "Rustam" and draft amounting to £1105 6s. 3d. for our acceptance as advance against shipment, and, in reply we have the pleasure to enclose the same duly honoured. We trust that the result of the venture on your part will be so far encouraging as to induce you to ship at regular periods to our friends at Port-au-Prince.

We are,

Dear Sirs,

Yours faithfully,

(-----)

(Name and Address.)

No. 40.

Transmitting Account Sales.

(Address -----)

(Date in full -----)

DEAR SIRs,

We have now the pleasure to hand you an account sales for 25 packages cottons per "Rustam," net proceeds £1780 14s. which we hope you will find correct. This sum we remit by the outgoing mail to our correspondents Messrs. Robert Walker & Co., of London, who will render you an account and place the credit balance at your disposal. The result of the shipment has not been so large as we anticipated, owing to a falling off in the demand for piece goods soon after the arrival

BEECHER'S COMPLETE LETTER-WRITER

of the "Rustam," but prices have not fallen below the level at which they were last season, and we confidently expect they will advance steadily as the up-country produce comes into the market. We prefer, however, to sell when a margin of profit can be obtained, rather than hold over goods in the hope of an advance, and we have dealt with your shipment as we deal with our own purchases.

We are,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

No. 41.

Rendering an Account Current.

(Address —————)

(Date in full —————)

DEAR SIR,

Enclosed you will find a copy of account current for your shipment per "Rustam," showing a balance in your favour of £403 9s., for which we hand you a cheque on the Blackstone Banking Co. An acknowledgment in course will oblige,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address)

FOR GENTLEMEN,

No. 42.

Advising a Bill returned under Protest.

(Address _____)
(Date in full _____)

SIR,

Your draft on Thompson & Co. for £300, due 9th inst., has been this day returned to me under protest for non payment, and amounts, with charges, to £305 8s., for which I will thank you for a remittance by return of post.

I am, Sir,

Your respectfully,

(_____)

(Name and Address.)

No. 43.

Remitting for the foregoing Bill.

(Address _____)
(Date in full _____)

SIR,

I am favoured with yours of the 13th, informing me that my draft on Messrs. Thompson & Co., due on the 9th inst., has been returned to you for non-payment. I rest satisfied that every exertion to procure payment has been used, although without success.

Enclosed you have a cheque for the amount on

BEETON'S COMPLETE LETTER-WRITER

Williams & Co. for £305 8s., the receipt of which please acknowledge, and transmit the draft to me.

I am, Sir,

Yours respectfully,

(—————)

(Name and Address.)

No. 44.

Reproaching Consignees for sacrificing Goods.

(Address —————)

(Date in full —————)

DEAR SIRS,

In acknowledging receipt of your favour of the 20th ult., handing an account sales for my shipment per "Matheran," I regret to say that the result is very disappointing. Relying upon the assurances of your correspondents on this side that the utmost attention would be paid to my interests, I selected and shipped only such goods as were perfectly sound and in demand in your market. From your own advices I understood that the shipment was likely to arrive before the up-country buyers had completed their purchases, and that were the "Matheran" to arrive late, the local demand would be sufficient to take off my goods at figures which would leave a profit. I, in consequence, anticipated a result very different from that which your account shows. Under the circumstances, therefore, I think an explanation is due to me, as to the cause which led

FOR GENTLEMEN

you to dispose of my goods at what I must consider a sacrifice, seeing that the prices obtained were considerably below those reported as ruling in the market at the time the sales were made.

Regretting the necessity of addressing you on the subject,

I am,

Dear Sirs,

Yours faithfully,

(———)

(Name and Address.)

No. 45.

Explanatory Letter.

(Address ————)

(Date in full ————)

DEAR SIR,

In reply to your favour of the 2nd ult. requiring from us an explanation as regards the disposal of your shipment per "Matheran," we beg to assure you that, had it not been for the absence of our prior at the time your account sales were transmitted, you would have been addressed fully on the subject. We were not aware until your letter reached us that our assistant in charge had omitted to do so; and we now frankly apologise for what was a piece of unpardonable neglect on his part.

Your shipment, we regret to say, arrived damaged partly by mildew and partly by sea-water, as you will gather from the enclosed survey certificate, and

we felt bound to dispose of every package immediately by auction, as the best course to adopt under the circumstances. The mildew was no doubt caused by the materials used by the manufacturer in producing the goods, and from him you should claim compensation for loss, while as regards the packages damaged by sea-water, a claim against the underwriters ought to hold good. To enable you to establish your claims, we hand you a certified copy of the auction sales and the depositions of several respectable buyers who examined the goods at the sale-rooms.

We regret so much the result of the consignment that we have credited your account with £43 4s., the sum charged as commission in the account sales. Trusting you may be successful in obtaining compensation,

We are,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

No. 46.

A Tradesman commencing Business.

(Address —————)

(Date in full — —————)

SIR,

I beg to inform you that I have commenced business this day at the above address, as a Haber-

FOR GENTLEMEN.

dasher and Linendraper, and if favoured occasionally with your orders, I will esteem myself indebted. My stock has been selected with great care from those of the leading warehousemen in London and elsewhere, and I have made arrangements to add thereto the newest fabrics, as they are produced by the manufacturer. My own experience as a buyer enables me to purchase the most approved goods as cheaply as any of the long-established drapers here, and the assistants I have engaged are qualified in every respect to give effect to a customer's wishes.

Enclosing a price list of the principal articles in stock,

I am,
Sir,
Your obedient servant,
(—————)

(Name and Address)

No. 47.

Addressing a Wholesale Firm on the same subject.

(Address —————)
(Date in full —————)

GENTLEMEN,

I beg leave to inform you that I have arranged to carry on business at the above address, as a Haberdasher and Linendraper, and will require from time to time to make additions to my stock, either by personal purchase or indent from those of

BEETON'S COMPLETE LETTER-WRITER

wholesale firms. I am prepared to pay cash for the first few purchases, and, as the accounts in this neighbourhood are quarterly, meet further engagements by bill, at three months' date.

Having every confidence in your house, I shall be glad to give you the preference, if I am placed upon the same footing as your other customers, both as regards money matters and the execution of orders. With a view to opening up correspondence, I beg to refer to Messrs. —, of —, who will give you every satisfaction as regards my respectability.

I am,

Gentlemen,

Your obedient servant,

(———)

(Messrs. Moore, Robinson & Co.,
Cannon Street,
London.)

No. 48.

Introducing a Tradesman by Letter.

(Address —————)

(Date in full —————)

GENTLEMEN,

Mr. Robert Phillips, who will have the pleasure of presenting this to you, has commenced business here as a Linendraper, and goes to town with a view to enter into business arrangements with yourself or one of your neighbours, and, as I

FOR GENTLEMEN.

know that his credit is good, I shall be gratified to hear that you have opened an account with him.

I am,

Gentlemen,

Your obedient servant,

(———)

(Name and Address.)

No. 49.

A Wholesale Firm's answer to Tradesman's Letter.

SIR,

In reply to your letter of the 4th inst., we have the pleasure to say that the account we have received of your credit and business aptitude is so perfectly satisfactory, that we shall, without hesitation, place you on the same footing, as regards money matters and the execution of orders, as our other customers stand with us, should you favour us with your account.

We are,

Sir,

Your obedient servant,

(———)

(Name and Address.)

No. 50.

Transmitting Order for Goods.

(Address —————)
(Date in full —————)

GENTLEMEN,

I am obliged for your prompt and gratifying reply to my letter of the 4th inst., and I now beg to place in your hands an order for a few additions I wish to make to my stock. As these goods are wanted almost daily, I shall be glad to receive them as early as possible. I need hardly remind you that much of my future business depends on the quality of the articles I offer for sale now, and I feel assured your parcels will afford my customers no grounds for complaint.

Enclosing order sheet,

I am,

Gentlemen,

Your obedient servant,

(—————)

(Name and Address)

No. 51.

Advising the Completion of an Order.

(Address —————)
(Date in full —————)

ORDER ROOM.

DEAR SIR,

On receipt of your favour of the 3rd inst., we placed your order in hand for immediate execu-

FOR GENTLEMEN.

tion, and have now to advise its completion from our most approved goods in stock. Being without instructions respecting the packing and delivery of the parcel, we used oil-cloth and single canvas, and despatched it to your address, per Chaplin & Horne. The invoice, amounting to £54 3s., we beg to enclose,

And remain,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

No. 52.

Handing Bill for Acceptance.

(Address —————)

(Date in full —————)

DEAR SIR,

We addressed you yesterday, and now we beg to enclose our draft at three months' date, for £54 3s., drawn against goods to that amount, as per invoice, which please to honour and return in due course.

We are, &c.,

(Signature.)

(Name and Address.)

BEETON'S COMPLETE LETTER-WRITER

No. 53.

Form of Bill.

(Place and Date.)

£54 3s. 0d.

Three months after date, pay to our order the sum of Fifty-four pounds three shillings sterling, for value received.

(Signature.)

To (Name and Address).

In accepting a bill, write across it "Accepted, payable at (state where)."

No. 54.

Acknowledging receipt of Invoice and returning Bill accepted.

(Address —————)

(Date in full —————)

DEAR SIRs,

I am indebted for your favours of the 5th and 6th, enclosing respectively invoice for £54 3s. and draft for the same amount at three months' date. I now beg to enclose the latter accepted, and will duly provide for it as it matures.

I have to thank you for your careful and prompt attention to my order, and beg you will deal with my goods, as regards packing and delivery, as you have hitherto dealt with those of your other customers.

I am,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 55.

Letter respecting Damaged Goods.

(Address —————)

(Date in full —————)

DEAR SIRs,

I regret to inform you that of the parcel of sewed muslins, delivered here in execution of my order under date 14th inst., I have had to reject fifty pieces as being unsaleable except as damaged goods; twenty pieces are torn in several places, and the others are without headings and frayed at the borders. I have, therefore, repacked them and delivered the package to your carriers with instructions to place it speedily in your hands. Could I have taken the pieces to account at an allowance I would have awaited your reply; but my trade is exclusively among a class of people who never look at imperfect goods, let the reduction in price be what it may.

You will please either substitute perfect pieces for the rejects or credit me with £32 1s., the invoice cost of the latter.

I am,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

No. 56.

Answer to the above.

(Address _____)
(Date in full _____)

DEAR SIR,

The contents of your favour of yesterday's date surprised us considerably, as our warehousemen have explicit instructions to supply our customers with perfect goods only, and return the unsound to the manufacturer. It is evident, however, that they caused your goods to be packed without examining them, otherwise we would have received no communication from you on the subject. We regret exceedingly that you have been put to the trouble of repacking and returning the rejects, and, without waiting for the arrival of the package, we have forwarded to your address fifty pieces of perfect goods to replace the others.

Trusting that you have not been seriously inconvenienced through the manifest remissness of our employés,

We are,

Dear Sir,

Yours faithfully,

(_____)

(Name and Address.)

FOR GENTLEMEN.

No. 57.

Tradesman's Letter handing Quarterly Account.

(Address—————)

(Date in full—————)

SIR,

The quarter ending March 31st having expired I beg to hand you a statement of account, amounting to £12 8s. 4d., which, I believe, you will find correct. I trust the articles supplied gave satisfaction, and that you will continue to favour me with your orders.

I am,

Sir,

Your obedient servant,

(—————)

James Wilkinson, Esq.,

The Grove,

Peckham.)

No. 58.

Letter requesting Payment.

(Address—————)

(Date in full—————)

SIR,

I beg to hand you a copy of last quarter's account, the amount of which is £12 8s. 4d., and request, if convenient, a cheque during the course of the week, as demands upon me are considerable just

BEETON'S COMPLETE LETTER-WRITER

now. I trust you found my statement correct, and were satisfied with the quality of the articles supplied.

I am,
Sir,
Your obedient servant,
(—————)

(Name and Address.)

No. 59.

Letter requiring Payment.

(Address—————)
(Date in full—————)

Sir,

Having several heavy engagements to meet early next week I am under the necessity of asking you to settle my bill for the March quarter to-morrow or next day. Were I in a position to wait longer for a settlement it would afford me pleasure to do so, but at present it is quite out of my power. I beg, therefore, you will hand a cheque to my collector on Thursday. The amount of the bill rendered is £12 8s. 4d.

I am,
Sir,
Your obedient servant,
(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 60.

Letter demanding Payment.

(Address —————)

(Date in full —————)

SIR,

Having applied to you repeatedly but ineffectually for a settlement of my bill, I have now to intimate that unless it is paid before 12 o'clock to-morrow, I shall place it in my solicitor's hands for recovery in a court of law.

I am,

Sir,

Your obedient servant,

(—————)

(Name and Address.)

No. 61.

Customer's Letter, promising to Pay.

(Address —————)

(Date in full —————)

SIR,

It has been through no remissness on my part that your bill has remained undischarged so long, but owing entirely to my inability to collect my own outstandings, which amount altogether to a considerable sum of money. I have, however, a promise of payment on the 14th inst., which I can

BEETON'S COMPLETE LETTER-WRITER

rely upon, and although I am seriously in want of money for business purposes I promise to settle your bill as soon as the cash comes into my hands.

I am,
Sir,
Your obedient servant,
(————)

(Name and Address.)

No. 62.

Customer objecting to a Tradesman's Bill.

(Address —————)
(Date in full ————)

SIR,

I return your bill for the March quarter for correction, as the prices charged therein are in excess of those of any of the other tradesmen in the neighbourhood. The articles you supplied were of a decidedly inferior quality, and not at all what we expected when we were induced to give you our custom. The overcharges altogether amount to, I consider, fully 25 per cent. ; and unless you reduce your account accordingly I shall allow it to remain unsettled.

I am,
Sir,
Your obedient servant,
(————)

(Name and Address.)

FOR GENTLEMEN.

No. 63.

Reply of Tradesman, reducing Account.

(Address —————)

(Date in full —————)

Sir,

Although I consider my bill entirely free from anything in the shape of an overcharge, I am, nevertheless, willing to allow you, in this instance, 25 per cent. for cash. But I cannot on any future occasion make a similar allowance, otherwise your account would become a source of loss instead of profit to me. My collector will call upon you to-morrow at noon for your cheque.

I am,

Sir,

Your obedient servant,

(—————)

(Name and Address.)

No. 64.

Reply of Tradesman, declining to correct Account.

(Address —————)

(Date in full —————)

SIR,

The prices charged in your account, so far from being excessive, are quite as moderate as those of any of my neighbours, and are so slightly above cost that were I to deduct 25 per cent. I should be a

great loser. The articles I supplied were the best obtainable in the market, and yours is the first complaint I have received as regards their quality. It would have been more satisfactory to all concerned had you mentioned before this that you were being served with inferior goods; but, seeing that your orders were given throughout the whole quarter without a single word of complaint, I had every reason to believe you were satisfied. However anxious I am to retain your account I cannot do so at so great a sacrifice as 25 per cent., more especially as thereby I would subject myself to similar demands from all my customers, which would simply result in ruin. I must therefore request you to pay the amount of the bill in full,

And oblige

Your obedient servant,

(———)

(Name and Address.)

No. 65.

Letter announcing the Admission of a Partner.

(Address —————)

(Date in full—————)

SIR,

We beg leave to inform you that we have this day admitted Mr. Thomas Smith as partner in our business here and at Manchester. In future the style of our firm will be Robinson, Smith, & Co.,

FOR GENTLEMEN.

in London, and Thomas Smith & Co., Manchester.

Requesting you to note our signatures at foot,

We are,

Sir,

Your obedient servants,

(—————)

Mr. ——— will sign ———

Mr. ——— will sign ———

No. 66.

Notice of Suspension.

(Address ———)

(Date in full ———)

SIR,

In consequence of the non-receipt of remittances (or heavy losses incurred through recent failures) we find ourselves unable to continue carrying on our business without making sacrifices which, in the interest of our creditors, we are anxious to avoid. As the most beneficial course for all concerned, we have decided on suspending payment, and this decision has met with the approval of our friends.

Our books have been placed in the hands of Messrs. Wallace & Mason, who will, without delay, prepare a statement of our affairs, which will be submitted to you at an early date.

We remain,

Yours faithfully,

(—————)

No. 67.

Intimation that an Assistant signs per Procuration.

(Address _____)

(Date in full _____),

SIR,

We beg to inform you that Mr. David Moodie is authorised to sign our firm per procuration from this date. Requesting you to note Mr. Moodie's signature at foot,

We remain,

Yours faithfully,

(_____)

Mr. Moodie will sign_____

No. 68.

Intimating the withdrawal of a Power of Attorney.

(Address _____)

(Date in full _____)

SIR,

We beg leave to inform you that the power of attorney authorising Mr. David Moodie to sign our firm per procuration is withdrawn this day.

We remain,

Yours faithfully,

(— — —)

FOR GENTLEMEN.

No. 69.

Remitting in payment of an Account.

(Address —————)
(Date in full —————);

GENTLEMEN (or DEAR SIRs),

We beg herewith to hand you a draft (or cheque) on the Chartered Mercantile Bank for Rs.2300 in payment of your account, for which please send us a receipt, and oblige,

Yours faithfully,
(—————)

(Messrs. Nicol & Co.,
Carwar.)

No. 70.

Acknowledgment.

(Address —————)
(Date in full —————)

GENTLEMEN (or DEAR SIRs),

We have the pleasure to acknowledge the receipt of your favour of 10th inst., enclosing a draft (or cheque) on the Chartered Mercantile Bank for Rs.2300 in discharge of our account, and, with best thanks,

We remain,
Yours faithfully,
(—————)

(Name and Address.)

No. 71.

Instructing Agent to pass Goods through the Custom House.

(Address —————)

(Date in full —————)

DEAR SIR (or SIR),

The "Viceroy," which arrived at your port yesterday from Calcutta, brought four cases to my address. I beg you will have the goodness to pass them through the Custom House and forward them to me by rail at your earliest convenience.

The enclosed invoice will show the nature and value of the contents.

Yours faithfully,

(—————)

(Name and Address.)

—————

No. 72.

Advice of Goods being shipped.

(Address —————)

(Date in full —————)

GENTLEMEN (or DEAR SIRs),

We were duly favoured with yours of the 27th ult., and, agreeably to your kind order, have shipped on board the "Rob Roy," for your account and risk, 10 packages as invoice annexed (or enclosed).

FOR GENTLEMEN.

We trust that the goods will arrive sound and give you satisfaction. We have added a few articles not contained in your order which, from their novelty and excellent workmanship, ought to find a good market in your city.

We are,

Gentlemen (or Dear Sirs),

Yours faithfully,

(———)

(Name and Address.)

No. 73.

Introducing the Captain of a Ship.

(Address ———)

(Date in full ———)

DEAR SIR,

Allow me to introduce to you Captain Jennings of the "Dharwar," who goes with his ship to ———. I shall feel much obliged by your giving Captain Jennings any assistance in your power, helping him to obtain a speedy discharge and good return freight.

Thanking you in anticipation of your kind services,

I remain,

Dear Sir,

Yours faithfully,

(———)

(Name and Address).

No. 74.

Letter of Credit.

(Address —————)

(Date in full —————)

SIR,

This letter will be delivered to you by Mr. John Marshall, eldest son of Mr. Marshall of our firm, who will visit your city preparatory to a tour through India. His drafts (the amount £500) you will oblige us by honouring and placing to our debit at the current rate of exchange. Any personal attention you may be able to show Mr. John Marshall will confer an additional obligation on,

Yours faithfully,

(—————)

(Name and Address.)

No. 75.

Stating Inability to Remit.

(Address —————)

(Date in full —————)

DEAR SIR,

I am sorry to say that at present it is very inconvenient for me to remit the amount of your claims, £72 10s. I would feel obliged if you would draw on me for payment at three months' date.

Hoping you will see no objection to this course,

I remain,

Yours faithfully,

(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 76.

Reply to a Letter advising the arrival of a Shipment.

(Address —————)

(Date in full —————)

GENTLEMEN (OR DEAR SIRs),

Your esteemed favour of the 15th ultimo I have duly received, and I am happy to hear that the goods per the "Robert Bruce" arrived safely and met with your approbation.

Your bill for £200, due 10th ult., I have duly honoured.

On the receipt of the silk per the "Queen of Burmah" I will write to you again. In its sale you may rely upon my best exertions.

I remain,

Yours faithfully,

(—————)

(Name and Address.)

No. 77.

From a Shopkeeper to a Merchant.

(Address —————)

(Date in full —————)

SIR,

I beg you will be good enough to let me know by return of post the current prices of the articles, a list of which I have annexed (or enclosed).

BENTON'S COMPLETE LETTER-WRITER

If I find that they allow a reasonable profit you will shortly receive a considerable order.

I am,
Sir.
Your obedient servant,
(———)

(Name and Address.)

No. 78.

Answer to the above.

(Address——— ———)
(Date in full———)

SIR.

Agreeably to your request I have marked the price of each article which you wished to know, showing at the same time the retail prices that you may estimate the profits. As I have reason to believe that prices will advance shortly I recommend an immediate order.

I am,
Sir,
Your obedient servant,
(———)

(Name and Address.)

FOR GENTLEMEN.

No. 79.

Reply to a Request for Payment of a sum of Money.

(Address ———)

(Date in full ———)

DEAR SIR,

Having a bill for a large amount to meet besides your own, I beg your forbearance for a few days, say till the 10th inst., at the expiry of which I trust to be able to remit in full.

I am,

Dear Sir,

Yours faithfully,

(———)

(Name and Address.)

No. 80.

Another Answer.

(Address ———)

(Date in full ———)

DEAR SIR,

In compliance with your request, I enclose an order payable on demand at the Agra Bank (or cheque as the case may be) for £159 3s., the full balance due to you, which place to the credit of my account on collection,

And oblige

Yours faithfully,

(———)

(Name and Address.)

81.

Another Answer.

(Address ———)
(Date in full ———)

DEAR SIR,

I am sorry that it is not in my power to pay the balance of your account at present. In the course of a week or two I hope to receive some money due to me, when I shall have much pleasure in settling your account.

Regretting that my obligation to you was not discharged before,

I am.

Yours faithfully,
(———)

(Name and Address.)

No. 82.

Agents proposing to settle a Dispute by Arbitration.

(Address ———)
(Date in full ———)

GENTLEMEN,

To your last letter of the 26th inst., we shall make no further reply than that we can call numerous witnesses to prove that we have acted as fair and honourable men.' In the light of agents and merchants we are not responsible for casual circumstances, neither will we attempt to impose on

FOR GENTLEMEN.

buyers by obstinately endeavouring to pass bad articles for good, in order to obtain the favour of our employers. To avoid any further unpleasant correspondence on this business, we propose the settlement of it by arbitration,

And are, Gentlemen,

Your most obedient servants,

(—————)

(Messrs. William Goole & Co.,
Hull.)

No. 83.

Answer to the above Proposal.

(Address —————)

(Date in full —————)

GENTLEMEN,

As we are willing to accept the proposal mentioned in yours of the 28th ult., of settling our dispute by arbitration, we have to this end sent copies of all the papers relative to the transaction to our friend Mr. John Fisher, of your town, whom we have empowered to act and decide for us. He will communicate to you our intentions, which we fully confirm.

We are,

Gentlemen,

Your most obedient servants,

(—————)

(Name and Address.)

BEETON'S COMPLETE LETTER-WRITER

No. 84.

Drawing and manner of Reimbursement.

(Address —————)

(Date in full —————)

DEAR SIRs,

Our correspondence has lain some time dormant, and we are inclined to renovat its activity by accrediting our friends Messrs. Galt and Co., of St. Petersburg, on your good house for the sum of £1000. It will, however, depend on circumstances whether they will avail themselves of the same, but should they do so, we beg you will confirm it to them; and for your reimbursement you may value on us for the amount at as favourable an exchange as you can get. We doubt not, from our former connections, you will readily grant us this facility, and, hoping it may lead to more extensive business between us,

We are,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

No. 85.

Respecting the above Draft and confirming a Credit.

(Address —————)

(Date in full —————)

DEAR SIRs,

The enclosed (copy of letter) we have received from our friends, Messrs. Glen, James & Co.,

FOR GENTLEMEN.

of London, with a request to forward it to your address, and that we would at the same time confirm the credit for £1000 sterling, which these gentlemen advise to have opened with us in your favour. This we have herewith the honour of doing, assuring you that your drafts for this amount for account of our mutual friends will be duly protected.

We are,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

No. 86.

Advice of a Draft

(Address —————)

(Date in full —————)

DEAR SIRs,

Having received from Messrs. Leo & Co., of Hamburgh, a confirmation of the credit you have been kind enough to open with them in our favour, we beg leave to advise of our having this day valued on our mutual friends for £850, which we doubt not will receive due protection, and as our transactions with your city are not likely to be more extensive for this year, we beg you to place that sum against the net proceeds of our consignment of tallow per "Moscow." and at the end of three months we shall

BEETON'S COMPLETE LETTER-WRITER

take the liberty of drawing for the remainder direct on your good selves, according to your permission.

We are,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

No. 87.

Executing part of an Order and drawing for the Amount.

(Address —————)

(Date in full —————)

DEAR SIRs,

We refer you to our respects of the 1st inst., advising the execution of part of your order, and as the late unexpected alteration in the political situation in Europe has had a severely hardening effect on our prices, we find it impossible to purchase the remainder, and, indeed, think ourselves fortunate in having secured the parcels alluded to in our last. We feel pleasure in the reflection that the change which must consequently take place in your market will enable you to profit considerably by this shipment, and induce you to favour us again with your orders.

The invoice amount, £1462 5s., is placed to your debit, and our drafts on Hamburg of this day balance the sum. The bill of lading we have sent

FOR GENTLEMEN.

to Bremen, and the order for insurance to Amsterdam, both by this post.

We remain,

Dear Sirs,

Yours faithfully,

(—————)

(Name and Address.)

BRIEF NOTES.

No. 88.

(Address —————)

(Date in full —————)

MY DEAR SIR,

I shall feel obliged if you will favour me with a call at your earliest convenience.

I remain,

My dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

No. 89.

(Address —————)

(Date in full —————)

DEAR SIR,

I beg leave you will have the kindness to inform me at what time I may call to consult you

BEETON'S COMPLETE LETTER-WRITER

about a letter from London which I received yesterday.

Yours very truly,
(—————)

(Name and Address.)

No. 90.

(Address .
(Date in full —————)

MY DEAR SIR,

I shall be happy to see you to-morrow at any hour which may be most convenient to you.

Yours faithfully,
(—————)

(Name and Address.)

No. 91.

(Address —————)
(Date in full —————)

MY DEAR SIR,

As I intend setting out immediately for — I shall esteem it a favour if you can oblige me with a letter of introduction to Mr. —.

I remain,

My dear Sir,

Yours very sincerely,
(—————)

(Name and Address.)

FOR GENTLEMEN.

No. 92.

Address ————)
(Date in full ————)

SIR,

I am sorry to inform you that, in consequence of an attack of fever, I am quite unable to go to business to-day. I hope, however, to be able to attend in the course of a day or two.

I am,
Sir,
Your obedient servant,
(—————)

(Name and Address.)

No. 93.

(Address ————)
(Date in full ————)

SIR,

We are going a short way into the country to visit some friends, and William is to accompany us; will you have the goodness, therefore, to grant him the necessary leave.

I am,
Sir,
Your obedient servant,
(—————)

(Name and Address.)

SEETON'S COMPLETE LETTER-WRITER

No. 94.

(Address —————)

(Date in full —————)

MY DEAR MUNRO,

Mr. Thomas Wilson and a few other friends are to dine with us on Tuesday next, at 7 o'clock. May I request the favour of your joining them on that occasion, as I know that they all will be much pleased to meet you.

Yours very sincerely,

(—————)

No. 95.

(Address —————)

(Date in full —————)

MY DEAR SIMSON,

I gladly accept your kind invitation for Tuesday next. It will afford me very great pleasure to meet my old friend Wilson.

Believe me,

Yours sincerely,

(—————)

No. 96.

(Address —————)

(Date in full —————)

MY DEAR JOHNSTON,

As the weather is very fine I intend to drive to the Mount this afternoon. If you are not

FOR GENTLEMEN.

engaged I shall be very glad if you can accompany me.

Believe me,

Yours sincerely,

(————)

Invitations to Dinner, &c.

Mr. and Mrs. Wallace request the honour of Mr. and Mrs. Robson's company at dinner on Tuesday next, at half-past seven o'clock

15, Great Brook Street,
Friday, *September 10th.*

Reply — Accepting.

Mr. and Mrs. Robson will be very happy to have the honour of dining with Mr. and Mrs. Wallace on Tuesday next

10, Grove Place,
Friday evening

Mr. and Mrs. Green, with best compliments to Mr. and Mrs. Fisher, request the pleasure of their company at dinner on Wednesday next, at seven o'clock.

4, York Terrace,
Thursday, *August 31st.*

BEETON'S COMPLETE LETTER-WRITER

Reply--Accepting.

Mr. and Mrs. Fisher present their compliments to Mr. and Mrs. Green, and accept with much pleasure their kind invitation for Wednesday next.

Lime Cottage,

Friday, September 1st.

Reply—Declining.

Mr. and Mrs. Fisher regret that a previous engagement prevent their accepting Mr. and Mrs. Green's kind invitation for Wednesday night.

Reply—Declining.

Mr. and Mrs. Robson present their compliments to Mr. and Mrs. Wallace, and regret their daughter, Miss Alice, is so seriously indisposed that they are unable to avail themselves of Mr. and Mrs. Wallace's kind (or polite) invitation.

7, George's Square,

Friday evening.

Mr. Henry Glen will be glad if Mr. Edwards will call upon him this afternoon at three o'clock, having important business to communicate.

21, Russell Street,

August 31st, 1873.

FOR GENTLEMEN

Answer.

Mr. Edwards respectfully (or hastens to acknowledge) acknowledges Mr. Henry Glen's note, and will wait upon him as proposed.

25, Bedford Crescent,
August 31st, 1873.

Mr. Scott presents his compliments to Mr. Graham, and begs to know at what time he might call upon him to submit his estimate.

12, College Street,
July 17th, 1873.

Reply.

Mr. Graham begs to inform Mr. Scott that he leaves town this morning, and will not be back for a week.

14, Mintoun Street,
July 17th, 1873.

Mr. James will be very glad to see Mr. Williams on Tuesday, at any hour which will be most convenient for him.

7, Cavendish Terrace,
August 10th, 1873.

BEETON'S COMPLETE LETTER-WRITER

Mr. Fraser requests Mr. Burton to give the bearer the dressing case which he purchased this morning.

19, Kennington Street,
Tuesday.

Mr. Hall would feel obliged by Mr. Fraser's sending him on Friday the books mentioned in the enclosed list.

Caithness House,
Wednesday.

Mr. Walker requests Mr. Gray to have his bill made out, and sent as soon as convenient.

33, Morton Place,
Monday.

Mr. Smith begs Mr. Cranston will be so good as to send back the volume of Scott which he lent him.

10, Somerville Street,
Saturday.

Mr. Cranston returns Mr. Smith's book with many thanks. He has read it with much pleasure.

Marchmont Cottage,
Saturday.

FOR GENTLEMEN.

No. 97.

Sending a small Present.

(Address —————)

(Date in full —————)

MY DEAR ———,

You will receive with this note a copy of Macaulay's "Essays," which I beg you will accept as a small token of my kind regards, and

Believe me always,

Yours affectionately,

(—————)

Acknowledgment.

(Address —————)

(Date in full —————)

MY DEAR ———,

Accept my best thanks for your kind present. The book is valuable in itself, but I shall doubly esteem it as a gift from you.

Believe me,

Yours much obliged,

(—————)

MY DEAR ———,

Can you favour me with the loan of Beeton's "Geographical Dictionary." I will return it to-morrow.

Yours sincerely,

(—————)

Brook Place,

Monday morning.

BEEETON'S COMPLETE LETTER-WRITER

DEAR —,

Come and help us to drink a bottle of claret to-morrow. Fred Johnston, whom I want you to know, is coming. As usual seven o'clock.

Yours sincerely,

(— — — —)

14, Wilson Street,

Tuesday evening.

No. 98.

A Boy's Application for Employment.

OFFICE BOY.—WANTED, in a Commission Agent's office, a Boy, about 14 to 16. Wages for first year 5s. per week. — Apply, in own handwriting, to M. K., 14, Fleet Street, E.C.

(Address —————)

(Date in full —————)

SIR,

I beg leave to apply for the vacant situation in your office. Having only recently left school, I have had no actual experience of an office boy's duties, but being able to calculate accurately and write neatly and distinctly, I probably could make myself useful in a very short time. I have been taught at home to pay the most respectful attention to my elders and punctually perform my tasks, and when sent with messages, or letters to the city, go and return without losing time on the way.

My father, who is a respectable tradesman in Camden Town, will be glad to wait upon you and describe my character and qualifications, should you

FOR GENTLEMEN.

think this application worthy of notice. My age is fifteen.

I am,

Sir,

Your obedient servant,

(—————)

To the Advertiser, M.K.,

14, Fleet Street, E.C.

No. 99.

A Junior Clerk's Application for Employment.

JUNIOR CLERK WANTED for the Woollen Trade. A smart active Youth, with some experience of the entering desk.—Address, stating previous employment and salary required, to W. F., 10, Market Street, Manchester.

(Address —————)

(Date in full —————)

SIR,

In reply to your advertisement for a junior clerk, which appeared in the *Daily Telegraph* of yesterday's date, I beg to apply for the vacancy as a youth anxious to make himself useful in a good house of business. I have already had some experience as a clerk, though not at the entering desk, yet, being a fair writer and an accurate calculator, I have no doubt I would succeed in giving you satisfaction. I have for the last six months been in the employ of Mr. Stanhope, tea broker, of Mincing Lane who will speak favourably of my abilities and character, should you take this application into

BEETON'S COMPLETE LETTER-WRITER

consideration. The salary which would induce me to leave Mr. Stanhope would be £30 a year.

I am,
Sir,
Your obedient servant,
(—————)

To the Advertiser, W. F.,
10, Market Street, Manchester.

No. 100.

WANTED an efficient CLERK, with a practical knowledge of book-keeping and accounts generally, for an office in Liverpool. State age, salary required, and former experience to J. D., The Temple, Liverpool.

(Address —————)
(Date in full —————)

SIR,

Allow me to address you on the subject of your advertisement for a clerk practically acquainted with book-keeping and accounts generally, which appeared in the *Times* this morning. I am prepared to give you ample assurances of my qualifications for the vacancy, and, if required, a guarantee for the faithful discharge of any trust reposed in me. I have a thorough knowledge of the system of book-keeping pursued by large firms, and have been accustomed to deal with accounts of almost all kinds. My experience extends over a period of seven years, and my employers during these years have been gentlemen of considerable responsibility. My age is twenty-three,

FOR GENTLEMEN

and the salary I should look for would be £120
a year.

I am,
Sir,
Your obedient Servant,
(———)

To the Advertiser, J. D.,
The Temple, Liverpool.

No. 101.

Recommending a Man Servant.

(Address ———)
(Date in full ———)

SIR,

The bearer, John Gibson, has served me with integrity and fidelity for upwards of two years, and only leaves my employ through a wish to settle in your neighbourhood. He tells me you are willing to take him into your service on my recommendation, and it is with the greatest pleasure I comply with his request. His behaviour while with me was that of a strictly honest, sober, and diligent man, and I doubt not it will be the same with you.

I am,
Sir,
Your obedient servant,
(———)

(name and Address.)

BEETON'S COMPLETE LETTER-WRITER

No. 102.

From a Tenant to a Landlord Requesting Forbearance.

(Address—————) "
(Date in full—————)

DEAR SIR,

I have been your tenant some years now in the same house, and up to the present time I have never failed to pay my rent quarterly when due. I am therefore extremely sorry to inform you that, in consequence of a variety of losses and disappointments, I am unprepared to see your collector when he calls on Tuesday. I hope, however, to be able to hand you a cheque in the course of a week or two, as I have promises of money from more than one quarter.

Soliciting your forbearance,

I am,

Dear Sir,

Yours faithfully,

(—————)

(Name and Address.)

No. 103.

Answer to the above.

(Address—————)
(Date in full—————)

DEAR SIR,

In reply to yours of yesterday, it affords me great pleasure to say that my collector will not call

FOR GENTLEMEN.

upon you on Tuesday, nor for a few weeks' time. Trusting you will long remain one of my tenants,

Believe me,
Yours faithfully,
(—————)

(Name and Address.)

No. 104.

An Officer's Letter to his Family before the Enemy.

(Battle-field)
(Date in full—————)

MY DEARLY BELOVED,

At one o'clock to-morrow morning I head the 57th to storm the Redan. It is, as I feel, an awfully perilous moment to me, but I place myself in the hands of our gracious God, without whose will a sparrow cannot fall to the ground. Unto Him I commend my body and soul, which are His ; and, should it be His will that I fall in the performance of my duty in the defence of my Queen and country, I most humbly say "Thy will be done." Pardon and forgive me, my beloved ones, for anything I may have said or done to cause you one moment's unhappiness. God bless and protect you; and my last prayer will be that He in His infinite goodness may preserve me to you. But if we meet not again in this world, may we all meet in the

BEETON'S COMPLETE LETTER-WRITER

mansion of our Heavenly Father, through Jesus Christ.

Ever your affectionate husband and loving father

(———)

(The writer of the above letter deliberately wrote it in anticipation of death, and next day fell before the Redan.)

No. 105.

Writing on the Death of a Friend's Wife.

(Address ———)

(Date in full ——— ———)

MY DEAR ———,

I break in upon you at a moment when we least of all are permitted to disturb our friends, only to say that you are daily and hourly present to my thoughts. If the worst be not yet passed, you will neglect and pardon me; but if the last struggle be over—if the object of your long anxieties be no longer sensible to your kindness or to her own sufferings, allow me (at least in idea, for what could I do were I present more than this) to sit by you in silence, and pity from my heart, not her who is at rest, but you who lose her. May He who made us, the Master of our pleasures and our pains, preserve and support you.

Ever sincerely yours,

(———)

(Name and Address)..

FOR GENTLEMEN.

No. 106.

Description of a Tour.

(Address———)

(Date in full———)

DEAR ——,

I have returned from Scotland, charmed with my expedition : it is of the Highlands I speak ; the Lowlands are worth seeing once, but the mountains are ecstatic and ought to be visited in pilgrimage once a year. None but these monstrous creations of God know how to join so much beauty with so much horror. A fig for your poets, painters, gardeners, and clergymen that have not been among them ; their imagination can be made up of nothing but bowling-greens, flowering-shrubs, horse-ponds, fleet-ditches, shell-grottoes, and Chinese rails. Then I had so beautiful an autumn. Italy could hardly produce a nobler scene, and this so sweetly contrasted with that perfection of extortion and limited accommodation that Scotland so admirably supplies. Oh ! you would have blessed yourself. I shall certainly go again ; what a pity it is I cannot draw nor describe, nor ride comfortably on horseback. Dr. —— says Mrs. —— is very handsome. You agree with him, of course. Mr. ——, I hear, has ill health of late ; it is a nervous case, so have a care. How do your eyes do ? Adieu ; my respects to ——.

• Ever yours,

(———)

(Name and Address.)

BEETON'S COMPLETE LETTER-WRITER

No. 107.

Expressing a Wish to see a Friend.

DEAR —,

Though Mrs. Jeffrey will not let you come for any length of time, will she not permit you to come for two days, if we give bond to send you back on Wednesday? Pray reply to this interrogation by return of post, and in the affirmative if you can.

Sincerely yours,

(———)

No. 108.

Declining an Invitation from a Friend.

MY DEAR —,

I am truly obliged by your kindness in inviting Mrs. Sydney and me to come and see you, but the only holiday I get carries me naturally towards London, to meet my father and brother. However I will not despair. I have received and nearly read —.

Ever, my dear friend,

Yours affectionately,

(———)

No. 109.

A Gentleman announcing his approaching Marriage.

(Address ————)

(Date in full ————)

MY DEAR —,

Your recollection and invitation do me great honour, but I am going to "be married, and

cannot come." My intended is 200 miles off, and the moment my business here is arranged I must set off in a great hurry to be happy. Miss —— is the goodnatured person who has undertaken me, and of course I am very much in love, and as silly as all single gentlemen must be in that sentimental situation. I have been accepted these three weeks, but when the event will take place I don't exactly know. It depends partly upon the lawyers, who are never in a hurry. One can be sure of nothing; but at present there seems to be no other interruption to this intention, which seems as mutual as possible, and now no secret, though I did not tell first, and all our relations are congratulating away to right and left in the most fatiguing manner. You perhaps know the lady. She is niece to —— and cousin to —— and others of your acquaintance, and has no fault except being a great deal too good for me; and that I must pardon if nobody else should. It might have been two years ago, and if it had, would have saved me a world of trouble. She has employed the interval in refusing about half-a-dozen of my particular friends (as she did me once, by the way), and has taken me at last, for which I am very much obliged to her. I wish it was all well over, for I hate bustle, and there is no marrying without some; and then I must not marry in a black coat, they tell me, and I can't bear a blue one. Pray forgive me for scribbling all this nonsense.

Believe me,

Most sincerely yours,

(———)

No. 110.

Containing a Matrimonial Proposal to a Lady, from a Gentleman almost a Stranger.

(Address —————)

(Date in full —————)

MISS ———,

I cannot conceal from myself that in addressing you I commit a well-nigh unpardonable breach of etiquette; but when I explain how very far it is from my intention to utter a word calculated to give you pain, perhaps you will not only forgive me, but feel interested in this letter. I have endeavoured to procure an introduction to your friends, and explain frankly my position and prospects, with a view to obtaining their sanction to the step which I now take; but being a total stranger in this neighbourhood, indeed only a bird of passage, I am unable to obtain the much-coveted introduction. I have, therefore, if I must not give up all hope of making myself really known to you, no option but to approach yourself, and tell the story of an attachment which I can no longer hide.

Since arriving here, I have seen you frequently, and on more than one occasion met you at Miss Andsell's library. I cannot say whether I have been fortunate enough to be remembered by you; but this I can say, you made an impression upon me which I can never forget. I early became conscious of that impression, and endeavoured to forget it if possible, fearing that as a stranger I need never hope to have the honour and happiness of addressing you. But, so far from being able to weaken its influence, I confess myself powerless to prevent it from

FOR GENTLEMEN.

widening and deepening, and affecting my peace of mind. I cannot expect that you can listen to anything I have to say now, but may I not, when I have written to your father, Mr. —, asking his permission to pay my addresses to you?

I remain,

Miss —,

A sincere admirer,

No. 111.

Requesting Permission to pay Addresses to a Lady.

(Address —————)

(Date in full .

SIR,

Having only recently arrived in this neighbourhood, and being here quite a stranger, I am unable to introduce myself in any other way than by frankly stating that I wish to pay my addresses to your daughter. I took the very great liberty of writing to her in the first instance, and the letter I wrote you have no doubt seen. Let me hope that you understand how anxious I am to act in no other respect than as a gentleman so unfortunately circumstanced in respect of acquaintances here, that he had no choice but to adopt a course which is most unusual, and, in some cases, unpardonable. I can assure you that nothing would give me greater pain were I told that you thought my conduct reprehensible, for it has indeed, Sir, been my sincere and serious desire to say or do nothing calculated to pain Miss — or any of the members of her family.

I have been induced to visit —, partly on account of the scenery and air, and partly because I like a change in holiday rambling; and my visit has been prolonged in consequence of having seen and admired your daughter. I am a son of Mr. —, of —, and my friends are respectable, if not wealthy. I have assisted my father in business for many years past, and, in the course of one or two more, I will be admitted a partner. Were you to allow me to call upon you, I could more fully explain my position and prospects, and, moreover, assure you that I am ready to take any step pointed out by you, the result of which would induce Miss — to look upon me in the light of an admirer.

I am,

Sir,

Your obedient servant,

(———)

No. 112.

Granting a Gentleman Permission to Call.

(Address —————)

(Date in full —————)

SIR,

Your letter to my daughter was shown to me, and although I certainly disapprove of the course you adopted, there is evidently so much sincerity in it and the one addressed to me yesterday, that I cannot refuse you permission to call, but it must be on the distinct understanding that, until you obtain my consent, you must not address my daughter again.

c

FOR GENTLEMEN.

I shall be disengaged at 11 o'clock to-morrow morning.

Your obedient servant,

(———)

(Name and Address.)

No. 113.

Refusing a Gentleman Permission to Call.

(Address ———)

(Date in full ———)

SIR,

I have been favoured with a letter from you, asking permission to call upon me, with a view to entering on an engagement with my daughter, and in reply, while thanking you for the confidence reposed in myself and Miss —, although we are total strangers, permit me to say, that an interview is undesirable, and any further correspondence unacceptable.

I am,

Sir,

Your obedient servant,

(———)

(Name and Address)

No. 114.

*From a Young Tradesman to a Gentleman requesting
Permission to Visit his Daughter.*

(Address ———)

(Date in full ———)

SIR,

I trust that the integrity of my intention will be sufficient excuse for my freedom, in saying

that I hold your daughter Miss —— in the highest esteem and regard. It is not my wish to take any step towards making myself better known to her without first obtaining your consent, which I am in hopes you will not withhold, when satisfied as regards my respectability and prospects. You are, I think, already acquainted with several members of my family. I believe you have heard also that since commencing business I have been moderately successful, and I hope you have seen nothing of me which you disapprove of. I may not for a little time be able to maintain a home such as I would like, but by paying attention to my connection, and exercising care in dealing with my small capital, I think I will soon be able to give effect to my wishes. My chief object now is to request permission to visit your daughter, but before you grant that permission or refuse it, allow me to call upon you at an early moment; when I will more fully explain myself, as I earnestly hope, to your satisfaction, and take my encouragement or discouragement from your own lips.

I am,

Sir,

Your obedient servant,

(———)

(Name and Address.)

FOR GENTLEMEN.

No. 115.

From a Gentleman who has seen a Lady in Public to her Mother.

(Address —————)

(Date in full ——— ———)

MADAM,

I shall be very happy if you are not altogether unacquainted with the name which is at the bottom of this letter, for thereby the necessity of saying something about myself which had better be heard from others would be obviated.

I was yesterday at ———, and was informed that a lady I saw there has the happiness to be your daughter. It is on account of that lady that I now venture to write to you. Although I am aware that this is a most unusual mode of introducing myself, still finding no other course open, and being of opinion that nothing deserves censure which is truly honourable and undisguised, I believe you will pardon me. The liberty I take now is to say, that if honoured with your permission to pay my addresses to Miss ———, I shall consider myself among the most fortunate of men. I do not know, of course, whether she is engaged or not, for I am an entire stranger. But if she be not, I beg that after you have inquired from others who it is that requests the honour of being introduced to her, you will favour me with an answer. However much I object to the use of sentiment on an occasion such as this, it would be an injustice to myself, were I not to say that my mind will be very ill at ease until I know how this address has been received. Nor

BEETON'S COMPLETE LETTER-WRITER

would it be satisfactory to you were I to conclude without saying that the Rev. — is a mutual friend.

I am,

Madam,

With the greatest respect,

Your obedient servant,

(———)

(Name and Address.)

No. 116.

Proposing to a Young Lady in the Country.

(Address —————)

(Date in full ————)

DEAR MISS —,

Anxious though I was before leaving — to confide in your keeping a most important secret, I had to hurry away with it still untold. It is not one that can be well imparted in a letter, and certainly not one that could be entrusted to a friend, however faithful he might be. It must be whispered to be really liked, and that in some quiet spot, away from jealous eyes and curious ears. It will be weeks, however, before I can leave town again, and time is often fatal to secrets such as mine. Have you ever thought that I had one? I mean something you would like to hear. I hope so, for then you will understand my anxiety to make it yours. I sometimes fancy you observed that I was ill at ease when others were present, and looked happy when we were alone. I don't think I was able to

FOR GENTLEMEN.

conceal altogether what I felt when near you. I could not do so, believing as I did, and do now more than ever, that you were becoming very dear to me. The truth is, dear Miss —, that I love you, and cannot rest while this secret remains untold, and until I know whether there is sorrow or happiness in store for me. I can say little in my own favour, nothing more than that if you will make me the custodian of your affection, I will be ever loving and true. Let me strive to earn something more than your regard. I will wait and watch, work and love, and curb my impatience, if you but tell me I may hope. Do not hastily say nay; give me the benefit of every doubt, and let your heart and not your judgment decide. You know, I dare say, that I am not a rich man, indeed, I am comparatively poor; but I have sufficient to maintain a comfortable home, and something to spare. May I look for an answer? I trust one will come soon, and such as my heart craves for.

Believe me,

My dear Miss —,

Your attached

(———)

No. 117.

In Answer to a Favourable Reply from the Lady.

(Address ———)

(Date in full ———)

MY DEAR —,

You have banished all my doubts and fears, and these before your letter arrived were legion. I

allowed them to seize upon me, and make me miserable until the eleventh hour; then came the potent words, and the spell was broken. How can I thank you sufficiently for your goodness, and in the few words of the tiny note there was a rich store! I shall strive, dear —, to make myself worthy of it, and I pray to God that I may succeed. I have little fear now of succeeding in life, knowing that your love and sympathy are mine. To work was always a pleasure to me, henceforth it will be doubly so, stimulated by the thought that my labours will add to your comfort. You say you can bring me nothing. In yourself you bring me all I care for in the world, happiness.

Of course, I shall not let many weeks pass before I return to —; would that I could leave town now, and tell you how grateful I am, but it is impossible. I shall write very often, however, and count the days and hours until we meet.

With warmest love,

Believe me, dear —,

Your affectionate

(—————)

No. 118.

An Answer to a Letter written on New Year's Day.

(Address —————)

(Date in full ————)

MY DEAREST —,

I was very glad to get your letter yesterday, as I felt somewhat depressed and out of spirits. My

FOR GENTLEMEN.

reflections were somewhat in unison with your own, with regard to what the past year *had not* accomplished, and mixed up with some forebodings for the one now entered upon. Still, when I look back I have much to be grateful for in the year now dead and gone. Your affection has not, I know, grown less, though these foes to love are in the field—separation and uncertainty; and, though parted so far from me, I often feel your watchful love and sympathy is still with and blessing me. Then in the past year I think I have made a few new friends, whose names are added to the list my heart keeps. I often sigh for the old ones, though I ought to remember it is the wisdom of God to fill up with new hopes and new interests what their loss makes vacant. Christmas and New Year always sadden me; they force one to think of what would be best forgotten—failure, loss, disappointment, death. But these are gloomy thoughts which I will put aside, and with you join in the hope that this 1873, that we have entered upon, will bring with it its smiles for you and me.

Will you write on receipt of this, for although in a great city, I feel sometimes very dull and lonely? I sometimes have a fearful doubting, restless pulse at my heart, which you alone can soothe. Write, therefore, dearest —,

And believe always

In your affectionate

. (————)

No. 119.

Inquiring why a Lady has not Written.

(Address —————)

(Date in full —————)

MY DEAREST —,

What is the matter that I have not heard from you for three weeks; you last wrote on the 1st, and this is the 20th. You surely cannot conceive how uneasy your silence makes me, or you would write oftener. I fancy sometimes you are ill, or have met with an accident, and at the bare thought I grow sad and frightened. But some one would write were that the case. I do not for a moment think you delay writing to tease me, but through that feminine weakness—procrastination. “Feminine weakness, indeed!” I think I hear you say. Well, dearest, I admit that my own sex is not quite blameless in that respect. Still, when delays of three weeks arise in our correspondence, I think I have every right to say cross things. Suppose I were to pay you back in your own coin, and write at long intervals, would you not pout and grumble? But, really, I am very anxious, so much so, that unless you write at once, I shall have a fit of despondency.

I saw a nice cottage a day or so ago that would just suit us, were you to “name the day,” an early one, and allow me to instal you in it. I won't describe it until I hear from you, nor tell you any more of my plans, or, in fact, write next week more than a few lines.

Now write by return of post, if only a line,

And believe me,

Ever your affectionate

FOR GENTLEMEN.

No. 120.

From a Gentleman to his Cousin to whom he is Attached.

(Address —————)

(Date in full —————)

MY DEAR ———,

I wonder will I hear from you to-day by this evening's post, for I am writing this while the morning is still fresh and beautiful. I have been expecting a line all the week and have felt lonely at its non-appearance. If I do not hear I will, at least, be sure you are writing to me, and will curb my impatience for the moment.

You have my letter by this and the poetry, or should I not rather say verse? No, because you inspired it as you have so many of my pieces. How little I thought twelve months ago, when on my way home, I would ever write you verses of that kind. I left you a wee lassie, a sweet pet, but too young to think of aught else than girlish romplings, and the lessons you said were so hard, and when I returned—ah, me! what changes are wrought in a few years!—you were the same sweet pet, but instead of the wee lassie I saw a blushing girl budding into womanhood.

I can scarcely credit the whole thing myself at times, but it is really positively true I know—happily for me; happily for you, too, my dear, you have often told me, and as I am only too willing to believe; to lay the flattering unction to my soul is to me no hard matter, I need not tell you. It is a very grateful unction, and wonderfully reviving when anything troubles me.'

BEETON'S COMPLETE LETTER-WRITER

I wish I could have had you with me last night walking home. So lovely it was, so balmy after the rain; but we will have many such walks together in days to come, when there shall be none to say No.

Now good-bye, darling, and forget me not.

Ever thine,

(———)

No. 121.

Another from a Gentleman to his Cousin.

(Address —————)

(Date in full —————)

MY DEAR ———,

I am quite alone, the monarch of all I survey—true, a very limited space, but you and I would, I am sure, be quite content in another such domain were it our own; and somehow, no matter how large and grand or comfortable other rooms may be, I always come back to this chatty little parlour with a “there’s no place like home” feeling quite indescribable.

You may be sure I was made happy when yours of Tuesday was opened, and as I read it I asked myself, is it possible that I can be the object of the affection which trembles in every line of the letter before me, and seems to beat in every pulse of the heart that inspired it? and then I thanked God for it. He gave it to me, this beautiful gift of love, for which I ever thank Him.

How much I wish for you, darling, I cannot

FOR GENTLEMEN.

express, now more than ever since the summer is coming. You know those sweet lines—

There's not a garden walk I tread,
There's not a flower I see, love,
But brings to mind some hope that's dead,
Some joy I've had with thee, love.

The two last lines, thank Heaven, do not apply to us. I have had enough of looking back; I am looking forward now to the joy your love will give me, and the hope your love has strengthened day by day. But I feel the first two lines in every fibre of my heart, particularly in the evening, that "soft hour which wakes the wish and melts the heart," and makes you faint with an indescribable longing for what you have not. A feeling something like that with which you look at what seems the golden gates into paradise when the sun is sinking behind the hills. What is it? That stirring of the soul, that trembling of the heart, that yearning, that painful, blissful, sad, sweet, tender longing. I don't know what it is, or where it comes from.

I have been writing you some poetry lately, but I will keep it to read to you, or show it. It must strike you often as strange and wild and out of place, this passion of mine for rushing into verse with every emotion of my heart. I can't help it, for the words seem to rise unbidden, and as you know me better now than any other person in the world, and love me better, I come without hesitation with my offering in my hand. You will write me soon darling, and send me one or two of those violets that you know I love so well; I wish you could come yourself, come for a moment, for there is no

BEETON'S COMPLETE LETTER-WRITER

sight so bright as a glance from the eyes that love me. I will wait and watch and ever dream of thee.

Ever thine,
(—————)

No. 122.

Acknowledging the Receipt of Money sent to pay Debts.

(Address —————)

(Date in full ————)

MY DEAREST MOTHER,

I confess that your forgiveness caused me greater distress than that which I experienced in writing about my difficulties. Had you taken me to task, or uttered one harsh word as I deserved, I would have felt less pained, but the very gentleness of your reproof, and the sweet, tender tone which pervades the whole letter, have stung me with shame for my folly. I marvel how I could possibly have thrust sorrow on a heart so true and good as yours for the gratification of others. I see now, however, what I did not see before, that there must be no deviation from the strict line of duty however slight if I wish to save you from sorrow and myself from shame; I have, therefore, now that through your great love for me my troubles have been taken away, resolved in future to avoid associations that display the least taint of demoralization. I pray that I may be enabled to abide by this resolution, and thus give you reason to repose confidence in me again. c

FOR GENTLEMEN.

I cannot give expression here to all that I feel, and I shall hasten home shortly for that purpose, when you will not deny me that tender welcome which I have ever received.

Believe me, my dear Mother,
Your affectionate
(—————)

No. 123.

*Respecting a Visit to a Friend made at the desire of the
Writer's Mother.*

(Address —————)
(Date in full —————)

MY DEAR MOTHER,

I called as you wished on the Grahams last night, and was received very cordially by every one of the family; Mrs. Graham was excessively kind, and seemed never tired of listening to what I had to say about you and my father. The girls are really very pretty and amiable, and, as far as I can judge, accomplished. The eldest, Emily, is decidedly the most charming, but I know very little of them as yet. I am dining with them on Monday, and on Tuesday I will write again, and may, however, say now that it would be very pleasant to make myself agreeable to Miss Graham.

With love to my father,

• Believe me,
Ever your affectionate
(—————)

No. 124.

From a Gentleman to his Sweetheart.

(Address —————)

(Date in full —————)

MY DEAREST —,

Your kind letter of Tuesday arrived this morning, as the pleasantest of all additions to the breakfast-table. You are very good, and deserve more thanks than I can give you when such a space lies between us. I hope it will not be long so, for if you anticipate pleasure in the companionship of your husband, I assure you I sincerely return you the compliment. I expect much in your society—much that will dispel one's troubles.

I often wonder if others whom I meet feel what I have felt since you loved me, and drew my heart to you. I wonder if they are better if they feel less; if they are spared much sorrow, as they lose much joy. Has the breath of a great passion ever been breathed into their souls. Sometimes I feel such a proud feeling at my heart, because I know that few men have been loved as I have been and am loved, and it would be like holding a lovely picture to a blind man's eyes to try to make them understand something of the rapture which only my own heart knows.

Do all men talk to their sweethearts the way I do to you? It would be profanation to listen to what lovers say to each other, but I would like to know how others talk, and think, and feel. There is hardly an hour I do not think of you in some way or other. If I see some dear 'primroses, I'd like to

FOR GENTLEMEN.

put them in your hand. If I see a beautiful sunset, I want you to admire it. If I meet a fine thought in a book, I want you to share it. If I am sad or troubled, I want your tender, loving sympathy. I suppose you have made yourself necessary to my life, and my whole being yearns for you ; it must be so.

I am looking forward with fond anxiety to our next meeting. We shall have much to talk over and arrange, as the time when there shall be no space between us is drawing nigh. Now, my darling, good night, and ever think as you do now of him who signs himself

All thine own,
(--——)

FORMS FOR THE ADDRESS, COMMENCEMENT, AND CONCLUSION OF LETTERS.

The Royal Family.

Address—To the Queen's (or King's) Most Excellent Majesty.

Commence—Madam (or Sire) ; Most Gracious Sovereign ; May it please your Majesty.

Conclude—I remain (or I have the honour to remain), with the profoundest veneration (or respect), Madam (or Sire), your Majesty's most faithful subject and dutiful servant.

Princes of the Blood Royal.

Address—To His Royal Highness the Prince of Wales (or To Her Royal Highness the Princess of Wales).

Commence—Sir (or Madam); May it please your Royal Highness.

Conclude—I remain, Sir (or Madam), with the utmost (or greatest) respect, your Royal Highness's most dutiful and most obedient servant.

Princes of the Blood.

Address—To His Highness the Prince — (or Her Highness the Princess —).

Commence—Sir (or Madam), May it please your Highness.

Conclude—I have the honour to remain, Sir (or Madam), with great respect, your Highness's most obedient servant.

[The sons and daughters, brothers, sisters, uncles, and aunts of the Sovereign, are styled Princes or Princesses of the Blood Royal; nephews, nieces, and cousins, Princes or Princesses of the Blood.]

NOBILITY AND GENTRY.

A Duke or Duchess.

Address—To His Grace the Duke (or Her Grace the Duchess) of Beaufort.

Commence—My Lord Duke (or My Lady or Madam).

FOR GENTLEMEN.

Conclude—I have the honour to be, My Lord Duke
(or My Lady), your Grace's most devoted
(or most obedient and humble)
servant.

A Marquis or Marchioness.

Address—To the Most Noble the Marquis (or the
Marchioness) of Anglesey.

Commence—My Lord (or My Lady or Madam).

Conclude—I have the honour to be, My Lord Mar-
quis, your Lordship's (or Madam, your
Ladyship's) most obedient and humble
servant.

An Earl or Countess.

Address—To the Right Honourable the Earl (or
Countess) of Derby.

Commence—My Lord (or My Lady or Madam).

Conclude—I have the honour to be, My Lord, your
Lordship's (or My Lady, your Lady-
ship's) most obedient humble servant.

A Viscount or Viscountess.

Address—To the Right Honourable Viscount (or
Viscountess) Sydney.

Commence—My Lord (or My Lady).

Conclude—I have the honour to be, My Lord, your
Lordship's (or My Lady, your Lady-
ship's) most obedient and humble
servant.

BEETON'S COMPLETE LETTER WRITER

A Baron or Baroness.

Address—To the Right Honourable Lord (or Lady)
Selborne.

Commence and conclude as to Viscount and Viscountess.

[Eldest sons of Dukes, Marquises, and Earls are by courtesy styled Marquis, Earl or Baron, and are addressed by their father's second title. Wives of the eldest sons of Dukes, Marquises, and Earls are styled Marchioness, Countess, or Baroness, as their husband's title may be.]

[Younger sons of Dukes and Marquises, and wives of the younger sons of Dukes and Marquises have by courtesy the titles of Lord (or Lady), and Right Honourable. Daughters of Dukes, Marquises, and Earls are addressed To the Right Honourable Lady ——— and the letter is commenced and concluded as to Viscountess.]

[Younger sons of Earls and all sons and daughters of Viscounts and Barons take the title of Honourable. The letter is commenced Sir (or Madam), and concludes thus, "I have the honour to be, Sir (or Madam), your most obedient servant." This applies also to the wives of the younger sons of Earls, and of all sons of Viscounts and Barons.

[Widows of Noblemen are addressed by their proper titles, and have the word Dowager prefixed thus:—To the Right Honourable the Dowager Countess of ———]

Baronets and Knights and their Wives.

Address—To Sir Norman Campbell, Bart. ; To Lady Campbell ; To Sir Sydney H. Waterloo ; To Lady Waterloo.

Commence—Sir (or Madam.)

Conclude—I have the honour to be Sir, your [or Madam, your Ladyship's] most obedient and humble servant.

FOR GENTLEMEN.

Esquires and their Wives.

Address—To James Wallis Dennistoun, Esquire, of
Dennistoun; To Mrs. Dennistoun, of
Dennistoun.

Commence—Sir (or Madam).

Conclude—I have the honour to be, Sir (or Madam),
your most obedient servant.

THE HOUSES OF PARLIAMENT.

The House of Lords.

Address—To the Right Honourable the Lords
Spiritual and Temporal of the United
Kingdom of Great Britain and Ireland
in Parliament assembled.

Commence—My Lords; May it please your Lord-
ships, *or* The humble petition of, &c.

Conclude—I have the honour to be, My Lords, your
Lordships' most obedient and humble
servant.

The House of Commons.

Address—To the Honourable the Commons of the
United Kingdom of Great Britain and
Ireland in Parliament assembled.

Commence—Gentlemen; May it please your Honour-
able House, *or* The humble petition
of, &c.

Conclude I have the honour to be, Gentlemen, your
most obedient and humble servant.

The Speaker of the House of Commons.

Address—To the Honourable John Evelyn Denison,
Speaker of the House of Commons.

Commence—Sir, or Mr. Speaker.

Conclude—I have the honour to be, Sir, your most
obedient servant.

A Member of the House of Commons not ennobled.

Address—To Hugh Birley, Esq., M.P.

Commence—Sir.

Conclude—I have the honour to be, Sir, your most
obedient servant.

*Officers of State, Governors, Ambassadors, Secretaries,
Consuls, &c.*

Address—To the Right Honourable Edward Cardwell,
Her Majesty's principal Secretary of
State for the War Department.

Address—To His Excellency the Right Honourable
the Earl Spencer, Lieutenant-General
and General-Governor of that part of
the United Kingdom called Ireland.

Commence—My Lord.

Conclude—I have the honour to be, my Lord, your
Lordship's most obedient and humble
servant.

Address—To His Excellency the Right Honourable
Lord Lyons, Her Britannic Majesty's
Envoy Extraordinary and Plenipoten-
tiary to the Republic of France.

Commence—Sir.

FOR GENTLEMEN.

Conclude—I have the honour to be, my Lord, your
Excellency's most humble servant.

Address—To M. Moran, Esq., Secretary to the United
States Legation.

Address—J. Morgan, Esq., Consul to her Britannic
Majesty at Tien-tsin.

Commence—Sir.

Conclude—I have the honour to be, Sir, your most
obedient servant.

GOVERNMENT OFFICERS.

Treasury and Admiralty.

Address—To the Lords Commissioners of Her Ma-
jesty's Treasury; To the Lords Com-
missioners of the Admiralty.

Commence—My Lords.

Conclude—I have the honour to be, my Lords, your
Lordships' most humble servant.

Customs, Excise, Ordinance, Navy and Victualling Offices.

Address—To the Commissioners of Her Majesty's
Customs; To the Commissioners of
Her Majesty's Inland Revenue; To the
principal Officers of Her Majesty's
Ordinance; To the principal Officers,
Commissioners of Her Majesty's Navy;
To the Commissioners for Victualling
Her Majesty's Navy.

Commence—Gentlemen.

Conclude—I have the honour to be, Gentlemen, your
most obedient servant.

THE CLERGY.

*Archbishops of England and Ireland, Bishops of the
Churches of England and Ireland.*

Address—To his Grace the Lord Archbishop of Canterbury. To the Right Reverend the Lord Bishop of London.

Commence—My Lord Archbishop, My Lord Bishop.

Conclude—I remain with the highest respect, My Lord Archbishop, your Grace's most devoted servant. I have the honour to be, my Lord Bishop, your Lordship's most humble servant.

Bishops of the Scotch Episcopal Church.

Address—To the Right Reverend the Bishop of Argyle and the Isles.

Commence—Right Reverend Sir.

Conclude—I have the honour to be, Right Reverend Sir, your most obedient servant.

Deans and Archdeacons.

Address—To the Very Reverend the Dean of York;
To the Venerable the Archdeacon.

Commence—Mr. Dean; Mr. Archdeacon or Reverend Sir.

Conclude—I have the honour to be, Reverend Sir,
(or Mr. Dean or Mr. Archdeacon) your
most obedient servant.

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